



Office of Human Resources

Policy Memorandum 14

Date: October 17, 2013

Required Use of Compensatory or Annual Leave during College Closure Days for 12-month Employees

This policy is to clarify the practice by Nunez Community College to require the use of compensatory, annual, or unpaid leave by 12-month employees (those eligible to earn leave) during college closure times.

When the College is closed during specific days throughout the year, namely for the December break and during Mardi Gras, any day that has not been named as one of the College's 14 paid holidays will require the use of annual or compensatory leave in order for the employee to receive payment for those days.

Any 12-month employee who does not have accrued paid leave will be placed on leave without pay for those days. If unpaid leave touches a holiday, the employee will not be paid for the holiday.

Most 12-month employees are offered ample opportunities throughout the academic year to earn enough compensatory leave to ensure that they can be paid throughout the entire College closure time. It is up to the employee and his/her supervisor to make arrangements for the employee to earn the necessary compensatory leave, especially if the employee does not have an adequate annual leave bank.

However, newly hired 12-month employees may find that they do not have an adequate leave bank and should be prepared for several unpaid days during the pay periods that occur within College closure days. Supervisors should advise newly hired employees of this circumstance during orientation to the job.

Exception to this policy: Administrators at or above the level of Dean are not eligible to earn compensatory leave. Therefore, they are not charged for any leave during College closure days that are not holidays.