

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6010

Leave Policies

Date Adopted:	1 April 1993
Date Revised:	30 May 2015, 24 May 2012, 17 March 2010
Date Reviewed:	11 August 2017
References:	Chapter 6, Human Resources Manual, August 30, 2017

Key Terms You Need to Know for this Chapter

- **Annual Leave** – paid or unpaid time off work granted by supervisor (s) to employees to be used for vacation and other purposes.
- **Sick Leave** – time off from work paid or unpaid because of an employee’s temporary inability to perform duties because of sickness or disability.
- **Licensed Physician** – a medical doctor licensed by the local medical board to practice medicine in a hospital or private clinic where medical treatment is received.
- **Donated Sick Leave** – paid time off from work because of an employee’s inability to perform duties, as certified by a licensed physician certified.
- **Maternity Leave**- paid time off from work because of a female employee’s inability to perform duties due to childbirth.
- **Paternity Leave** - paid time off from work for a male employee certified to have a new birth to him as a father.
- **Administrative Leaves** – paid time off from work authorized by the president.

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Frequently Asked Questions	
✓ Who approves my annual leave request?	✓ Your immediate supervisor has the authority to approve this leave up to 320 hours.
✓ Who approves my sick leave request?	✓ Your immediate supervisor has the authority to approve this leave up to 320 hours.
✓ Where do I get a leave request form?	✓ You may retrieve the form from the college website under Business Office. It is advisable to make extra copies accessible for future use.
✓ How do I know if my leave request is approved?	✓ Your supervisor will inform you. You may on your own, follow up on it prior to taking the leave.
✓ Where do I get the application form for donated sick leave?	✓ You may retrieve the form (Appendix J: Application for Donated Sick Leave Form) from the college website, your copy of the policy manual or from HR staff.
✓ Who approves my request for donated sick leave?	✓ The president.
✓ Who will notify me of the decision on my donated sick leave request?	✓ HRO staff or representative will send you an email or letter to inform you on the outcome of your request and copy to your supervisor.
✓ When do I submit a medical certificate to support my sick leave application?	✓ Submit a medical certificate after taking three consecutive sick days.
✓ Is a medical clearance necessary after I have been out sick for two weeks?	✓ Yes. You need to ask your physician to provide you with a certificate that clears you from the illness you suffered, verifying that you are able to resume your duties and the illness will not infect others around you.
✓ What is a medical clearance?	✓ An official physician's report about a patient that explains the illness, duration of sick bed, expected date of return to duty and ability of
Frequently Asked Questions	
	employee to resume all usual duties. If applicable, the form must clarify if there are limitations on the ability of the employee for performing certain tasks.
✓ Will the college pay me for my unused annual leave upon my departure?	✓ Yes, up to a maximum of 240 hours.
✓ Can I transfer my unused leave to my next employer?	✓ You may, if the new employer will accept your leave earned at the college. Find out from your employer and advise HRO.

Leave Benefits

The college provides various types of leave to eligible full time regular employees. Leave requests must be submitted in writing using existing forms; retrievable from the college websites, Business Office or a staff member from the Business Office.

Leave Application Process

An employee will complete the leave application form and route it through the process below. There is leave that requires approval of only the immediate supervisor; while other situations require additional approval of a vice president or the president. An employee must submit the leave request prior to taking the leave, as well as any supporting information that will explain and justify the extended leave from work.

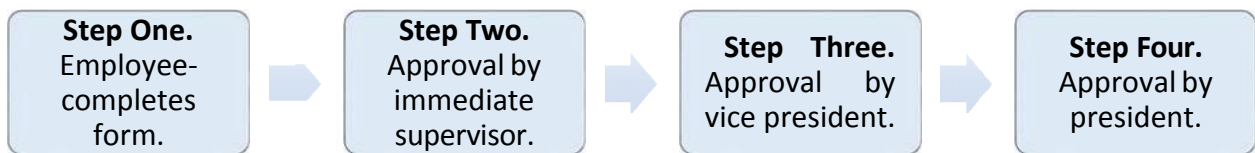


Figure 6.1. The Path for Approving Employee Leave

Annual Leave

Annual leave is granted by immediate supervisor upon request to allow employee to conduct personal business including vacation. This authority is limited to the first 320 hours of leave; the president will approve subsequent and extended leave. Unused leave hours are carried from year to year. Upon departure from the college, the college will pay out a maximum of 240 hours accrued at that time.

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Sick Leave

Sick leave is granted by immediate supervisor upon request because of an employee’s inability to perform duties due to temporary illness or injury of the individual employee or employee dependents. This authority is limited to the first 320 hours of leave; the president must approve subsequent and extended leave. Unused leave hours are carried from year to year. Employees will be paid during approved sick leave. Upon separation from the college, an employee loses unused leave. An employee must submit a medical clearance to attach to the leave application form when on sick leave for more than three days in a row.

Donated Sick Leave

Donated sick leave is granted by the president on account of an employee’s inability to perform duties due to catastrophic prolonged personal illness or injury verified by a licensed physician’s report. This leave benefit is limited to six months within the fiscal year.

An employee requesting for donated sick leave is eligible when he/she meets these requirements:

- a) Full-time regular COM-FSM employee who has completed the first year probationary period.
- b) Have exhausted all accumulated sick leave, annual leave, and compensatory time; and
- c) Have a continuing catastrophic disability resulting from personal illness or injury that prevents the employee from working and such is supported by a licensed physician report.

An employee is eligible to donate sick leave if he/she meets these requirements:

- a) Have accrued at least 30 sick leave days (240 hours); and
- b) Have a balance of at least 10 sick leave days (80 hours) after donating.

Order of Actions by Offices/Individuals	Responsibilities and Documents Employee Must Provide For Review
✓ Requesting Employee	Complete Appendix J form and have it endorsed by immediate supervisor. Once signed, submit to HRO with a physician’s report.
✓ HRO	Review form to ensure completion, certify physician’s report is sufficient and endorse the form to payroll to certify leave balance. HR will return incomplete form and notify requesting employee in writing.
✓ Payroll	Determine eligibility of donor and record it on the Appendix J. Review requesting employee leave history and complete Appendix J with the leave summary for all accrued leaves (if any) and return the form to HRO.
✓ HRO	Review the updated Appendix J and notify the college of the request to invite potential donors. Once a donor is identified and signed the form, HR staff will draft a memorandum to President to explain the request, verify eligibility of applicant and policy requirements.
✓ President	Review the donated sick leave request packet and make a final determination and return the packet to HRO to implement.

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An employee requesting donated sick leave may apply for up to 20 (160 hours) consecutive working days of leave at a maximum per request, including holidays, for which they would otherwise be without pay. Eligibility for additional increments of 20 working days will be based on re-certification of the disability by the physician. Separate applications are required for additional increments and for each separate illness or recurring diagnosed illness or accident.

Maternity Leave

Maternity leave is granted by the immediate and relevant campus dean or vice president because of an employee’s inability to perform duties due to childbirth. This leave benefit is limited to ten working days, counting from the date of birth.

Paternity Leave

This leave is granted by the immediate and relevant campus dean or vice president because of an employee’s inability to perform duties due to childbirth of the spouse. This leave benefit is limited to ten working days, counting from the date of birth.

Administrative Leave

Administrative leave is granted by president for multiple reasons, including those on the list below. Some types of leave require the employee to submit the request to the president, and some do not. Refer to Board Policy No. 6010 for details.

Table 6.1. Types of Administrative Leave and Required Documents.

Administrative Leaves	Documents Employee Must Provide to President
✓ Judicial Duty	Completed leave form endorsed by immediate supervisor and vice president and with subpoena/court documents.
✓ Bereavement	Completed leave form endorsed by both the immediate supervisor and vice president and with copy of death certificate and/or signed statement by employee and supervisor verifying the death in the family.
✓ Inclement Weather	None. A college-wide memorandum or message is issued by the president or his designee for this leave.
✓ Personal Leave	Completed leave form endorsed by the immediate supervisor.
✓ Worker’s Compensation	Completed leave form endorsed by immediate supervisor and vice president and with physician’s medical report, written report by

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Administrative Leaves	Documents Employee Must Provide to President
	employee and supervisor about the accident/injury, and completed insurance forms.
✓ Voting	None. A college-wide memorandum or message is issued by president or his designee for this leave.
✓ Community Service	Completed leave form endorsed by immediate supervisor and vice president and written invitation or request from the external program requesting the employee's service. The written request must include the nature of the service requested of the employee, specific dates employee is needed and (if applicable) financial commitment of any kind for the employee.
✓ Investigation and other purposes	None. The president or his designee will issue a written notice to the concerned individual employee.

See Board Policy 6010