

LIBERAL LEAVE

Liberal Leave does not apply to employees who are designated as essential personnel, faculty, or students.

The College may grant liberal leave to employees of the College when a weather-related or other emergency exists. This means that the campus is open for employees. However, employees have the option of using their own earned leave if they choose to stay home. Employees do not need supervisory approval for liberal leave; however, they must inform their supervisor or department head of their intent to take leave.

Employees who do not report to work under a liberal leave determination will not be penalized for an unapproved absence. Employees arriving late under a liberal leave determination will not be penalized for tardiness but will be charged paid leave for the period between the regular starting time and their arrival.

Liberal leave does not apply if an employee is on prior approved paid leave at the time liberal leave is authorized.

NOTE: Essential employees are required to report to work unless they are notified by their supervisor/department head to remain at home.