

LEAVE OF ABSENCE

Should the College grant a leave of absence to an employee, it should clearly define the terms of the leave of absence and communicate these to the employee in writing. The terms should include the length of the leave of absence, financial assistance, if any, and the responsibility if any, of the College to re-employ the individual. Other statutory bodies, departments, agencies, or units shall not employ such a person without clearance from the College.

In the case of those who voluntarily withdraw from the College, the College is under no obligation to either re-employ or return the individual to a former position and/or location.

VACATION LEAVE

Employees are granted annual vacation leave on completion of twelve months continuous service. The quantum and categories of vacation leave are as follows:

1. Employees whose annual base salary is \$44,960 and above are entitled to 36 working days.
2. Employees whose annual base salary is above \$30,840 but less than \$44,960 are entitled to 30 working days.
3. Employees whose annual base salary is above \$20,040 but less than \$30,840 are entitled to 24 working days.
4. Employees whose annual base salary is \$20,040 or less are entitled to 18 working days.
5. Full time instructional faculty are entitled to leave amounting to 40 working days per academic year and must coincide with semester breaks. Spring break is not calculated as part of vacation leave. Faculty are required to report to work at least two working days prior to registration. Vacation leave for faculty cannot be accumulated.

All applications for vacation leave should be made in writing to the officer responsible for personnel matters through the immediate supervisor and should reach the officer responsible for personnel matters at least four weeks before the leave is due to be taken.

The time at which vacation leave may be taken should be agreed between the employee and the immediate supervisor and approved by the President.

Owing to the exigencies of the College's service, an employee may be called upon to defer vacation leave but this leave will become cumulative. The College further reserves the right to require members of the faculty to report to work after the number of vacation days as specified and applied have expired.

If an employee wishes to postpone leave and accumulate it, an application for permission to do this should be made in writing through the immediate supervisor to the officer responsible for personnel matters. Employees would not normally be permitted to postpone leave beyond three consecutive years. Leave may be accumulated up to a maximum of 108 working days for category one, 84 working days for category two, 60 working days for category three, and 36 working days for category four. At least 12 working days of leave must be taken annually irrespective as to category.

An employee who has accumulated the specified maximum number of days of vacation leave may wish to reduce the amount of leave at credit before the next anniversary date. If the employee is asked to forego such leave due to the exigencies of the College's service, the immediate supervisor may recommend to the President's Cabinet through the officer responsible for personnel matters that the employee be allowed to accumulate more than the specified maximum number of days of vacation leave. In that event, the employee could be allowed payment for the days in excess of the specified maximum number of days at the termination of employment.

Academic Department Heads may take vacation as other members of faculty at the end of the Spring Semester Graduation. As part of their administrative responsibility, Department Heads are required to report to work during the Christmas and Spring breaks unless otherwise arranged with the President and in keeping with the recommended number of days of leave for their position. All employees of the College are public servants and should be on call during vacation break. They may be requested to work during the break due to the exigencies of the College. If called to serve under these circumstances, vacation leave will be credited at another time or may be accumulated.

Public holidays and weekends are not counted as part of vacation leave.

SICK LEAVE

Permanent Faculty/ Staff

Permanent faculty/staff shall be granted paid sick leave up to a maximum of 14 days per annum.

For periods of illness not exceeding two consecutive days, a medical certificate is not required. However, the immediate supervisor should be informed about the illness as early as possible - not later than the following workday. The officer responsible for personnel matters should also be informed through the immediate supervisor.

For periods of illness exceeding two consecutive days, a medical certificate is required. The officer responsible for personnel matters should be informed about the illness as early as possible through the immediate supervisor and the Certificate should be submitted by the fourth day after the commencement of illness.

Paid sick leave beyond a period of 14 days per annum shall be in the discretion of College authorities, who may offer suitable alternative employment or terminate an employee's appointment if in their opinion the extent of sick leave taken renders an employee unfit to continue in his/her employment. The Finance Committee of the Board must approve application for paid sick leave beyond 90 days. Social Security benefits shall apply according to law.

Faculty/Staff on Suspension

Paid sick leave may be granted to members of the faculty/staff who are on suspension at the discretion of the College.

Temporary and Fixed Term Faculty/Staff

Temporary and fixed term faculty/staff employed for periods of one year and over shall be granted sick leave up to a maximum of 14 days per annum. Paid sick leave above 14 days per annum shall be at the discretion of the College. The need to submit Medical Certificates and to inform immediate supervisors shall be as for permanent staff.

Temporary and fixed term faculty/staff employed for less than one year shall be granted paid sick leave at the rate of 1 1/6 days per month's service. Paid sick leave in excess of this rate may be granted at the discretion of the College.

CALCULATION FOR SICK LEAVE

Public Holidays and weekends are not counted as part of sick leave.

ABUSE OF SICK LEAVE

In cases where the officer responsible for personnel matters considers that sick leave provisions are being abused (for example, when an employee is frequently absent on the grounds of illness for periods not exceeding two days in order to evade the requirements to produce a medical certificate), the officer responsible for personnel matters may require such an employee to produce a medical certificate for all periods of sick leave.

MATERNITY LEAVE

On completion of 12 months continuous service, maternity leave shall be granted to employees on full pay for a period not exceeding twelve weeks. Leave without pay if requested may be granted for an additional period not exceeding ninety days.

Employees on no-pay maternity leave will be required to pay the normal employee's superannuation contribution.

The officer responsible for personnel matters should be informed in writing as soon as the employee resumes duties.

SPECIAL LEAVE

Permanent Faculty/Staff

An employee should apply through the immediate supervisor to the President for special leave which shall not normally be more than four (4) consecutive working days at a time and up to a maximum of 14 days per annum. Such leave would be on the grounds of urgent private affairs (which may also include permission to attend conferences and attend to family matters). Special leave should not normally precede or follow any other leave.

Temporary and Fixed Term Faculty/Staff

Temporary and fixed term faculty/staff employed for periods of 1 year or over may be granted special leave on the same terms as permanent employees.

LEAVE FOR STUDY PURPOSES

Subject to the exigencies of the service, the College Authorities may grant permanent employees or persons having BVI citizenship or Belonger status, study leave with pay. Such employees may be granted study leave with full salary for one year and half salary for an additional two years. Persons on leave for study purposes would not accumulate vacation leave during the period.

TERMINATION OF SERVICES

Except in extreme emergency or illness, faculty/staff members are expected to give at least ninety days notice of intention to resign or retire. Ordinarily, the notice shall become effective at the end of the current academic year (see pages 33-35).