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**Procedure Title:** Leave Adjustments  
**Procedure Number:** 03-2017-0002  
**Board Policy Reference:** IV.B.

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**Accountable Administrator:** Director Human Resources  
**Position responsible for updating:** Director Human Resources  
**Original Date:** 02/28/17  
**Date Approved by Cabinet:** 02/28/17  
**Authorizing Signature:** *original signature on file*  
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**Purpose/Principle/Definitions:**

The purpose of this procedure is to provide guidance in a situation where a staff member needs to adjust an already approved and/or taken leave type due to extenuating circumstances.

**Guideline:**

- Holidays falling during a period of absence due to a medically related disability are paid as holidays and are not charged to the staff member's sick leave accumulation.
- If a staff member becomes ill while on his/her vacation, the staff member may use sick leave for those days the staff member is under the care of a physician. (May require documentation from physician).
- An approved holiday occurring while an employee is on vacation is regarded as a holiday and shall not be charged against the employee's vacation.
- If a family emergency or extenuating circumstance occurs during an already scheduled and approved leave the staff member will be able to adjust the leave type to reflect the change but only after a supervisor's approval (approval/decline can either be hand written and signed or sent via email with a cc: to HR and Payroll representatives)
- If a staff member becomes ill or is on vacation and the college has a campus closure day that coincides with this time the original leave type will remain unchanged.
- Staff who decide not to report to work when the college is open must utilize personal leave or vacation.

\*Refer to the collective bargaining agreement regarding further information on leaves.