

902 Administrative Leave

For when employees are on official College business attending meetings, conferences, training or professional development related to their work.

Requests for administrative leave are processed via the travel request form with supervisor's approval.

Administrative leave is also used when the College closes for weather, utility, facility, or technology related issues.

Only the President may grant administrative leave.

Administrative Leave during a declared emergency:

In response to a tribal, state, or national declared emergency that may include a health pandemic that may require social distancing, the College President has the authority to grant emergency administrative leave that is paid, contingent on funding source authorization, to all college employees (full and part time) in an effort to protect the health, welfare, and safety of employees, students, and the public. The time period for emergency administrative leave is the minimum amount of time necessary to achieve the interests set forth in this policy and based on the facts known at the time. CCCC utilizes email and the Emergency Alert (text) system to notify employees and students of such action that is in compliance with interests set forth in this policy for the declared emergency. This policy is based on and consistent with federal regulation 2 CFR 200.431(a).