

Washtenaw Community College
2016 Summer Leave
Hourly Paid Staff & Classified Faculty

Effective **May 30th** hourly paid staff and classified faculty are eligible to take a leave of absence, without pay, during the summer months. This is a voluntary option, in which the entire leave must be requested by the employee and approved by the immediate supervisor and executive officer. The leave is intended to be a pre-planned event, allowing for both the employee and the department to adjust the workflow as needed. Sudden, unplanned leave requests will not be considered.

The leave is subject to the following provisions:

- Leave may occur over a period of a month, week, day or a reduced schedule of less than 40 hours per week from **May 30th** through **August 12th**
 - Adjusting to four (4) - ten (10) hour days is not an option with this leave
- Leave must be requested and approved in advance of taking time off. The entire length of leave must be requested up front.
- All leaves must be approved by immediate supervisor and executive officer.
- Participants will continue to receive regular medical, dental and life insurance benefits and will be responsible for their normal payroll deductions. If not receiving a pay then the participant's payroll deductions will be recouped when returning to a paid status.
- Paid leave time (PTO, vacation, sick) will continue to accrue for hours in an active paid status.
- Status as full-time employee remains the same.
- No approval will be given for the hiring of temporary/part-time staffing to fill in for the vacancy created by this leave.

To process, complete the Summer Leave Request form; obtain appropriate signatures, and forward to the Office of Human Resource Management.