

Leave Requests: Faculty

Procedure: Leave requests and recording should be done following the below procedure for Faculty who are benefit eligible (.5 FTE and above) and have a 9 or 10-month appointment with the College. Employees who are not eligible for paid leave should work directly with their immediate Chair / Program Coordinator to make scheduling requests and / or changes.

I. Requesting Time Off:

- a. **Sick:** Requests for sick leave should be made with advance notice whenever possible. All requests and approval for sick leave should be occur using Rhodes State College [Leave of Absence Request Form](#). The leave request should include how work duties will be covered during the absence. Supervisor will maintain a record of all leave requests and how work duties are covered.
 - i. Sick balances can be checked in STARS.
 1. Employees can check their balance under the Employee Information tab. Next, click Leave Balances/History the current sick hours will display.
 2. By clicking on the highlighted Sick the employee will see what they have earned and taken in a fiscal year.
- b. **Family Medical Leave Act Request:** See Family Medical Leave Act (FMLA) Policy 6.7.1 for eligibility and covered events. All requests for FMLA must be made to the Office of Human Resources via email at HR@RhodesState.edu. Within 5 business days after notice, the Office of Human Resources will complete and provide the employee with the Department of Labor Notice of Eligibility and Rights. When the need for the leave is foreseeable, the employee must provide the College with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. Upon approved FMLA, Supervisor will maintain a record of how work duties are covered.
- c. **Leave of Absence:** A request for a leave of absence without salary for personal and/or medical reason must follow the steps outlined in Leave of Absence Policy 6.7. Upon approved Leave of Absence, Supervisor will maintain a record of how work duties are covered.
- d. **Court Appearance / Jury Duty:** When an employee is summoned for jury service or subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law, the employee will follow the steps outlined in Court Appearance / Jury Duty Procedure 2.16(a)
- e. **College related Professional Development:** Professional Development requests are reviewed and approved at the discretion of the immediate

supervisor. All requests and approval for Professional Development should be submitted directly to immediate supervisor using Rhodes State College email, leave request form or other avenue as determined appropriate by immediate supervisor. The leave request should include how work duties will be covered during the absence. Supervisor will maintain a record of all leave requests and how work duties are covered.

II. Submitting Leave Time to Human Resources

All sick hours should be reported to the Office of Human Resources by submitting the completed Leave Request Form and will be charged against the employees' paid sick and leave. All other leave requests records will be kept by the supervisor or as outlined in the corresponding policy / procedure.

Related Policies or Procedures:

- [Sick Leave Policy 2.14](#)
- [Court Appearance / Jury Duty Policy 2.16](#)
- [Family and Medical Leave Act Policy 6.7.1](#)

History:

	Date:	Reason:
Issued:	12/10/2024	Posted on website

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.