

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
POLICY NO. BP-5.7**

**TITLE:                   EMPLOYEE LEAVE**

**SECTION 1.           GENERAL**

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| 1.1 | Scope                 | This policy applies to general leave coverage, including, but not limited to, annual and sick leave, for employees of Eastern West Virginia Community and Technical College. |
| 1.2 | Authority             | West Virginia Code Section 18B-1-6 and Higher Education Policy Commission Title 133 Procedural Rule Series 38  |
| 1.3 | Effective Date        | July 17, 2003  |
| 1.4 | Repeal of Former Rule | Repeals and replaces Eastern West Virginia Community & Technical College Board of Governors Policy No. BP-5.7, effective November 19, 1992.                                  |

**SECTION 2           STATEMENT**

It is the policy of the Eastern West Virginia Community & Technical College Board of Governors to adopt the Higher Education Policy Commission Series 38 rule regarding annual leave, military leave, leave of absence without pay, sick leave, special emergency leave, catastrophic leave, parental leave, and witness and jury leave for employees.

**SECTION 3           DELEGATION of AUTHORITY**

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| 3.1 | The President shall be responsible for developing and administering institutional procedures for all forms of employee leave usage, including, but not limited to, approval and employee notification of absences from work, as well as leaves of absence. |
| 3.2 | The President is further responsible for the development, and dissemination of catastrophic leave regulations and procedures for the administration of this policy, as required in the Commission's Series 38, Section 8.8.                                |

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**BOARD OF GOVERNORS, CHAIR**

July 17, 2003

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**DATE**