Board Policy 435: Leave Requests
Personnel

Bereavement Leave
In each case of death in the employee's or spouse's immediate family, the employee will be granted permission to be absent from duty for not more than five (5) days, as may be determined to be necessary for attendance at the funeral and for any other purposes directly arising out of the said death. The first three days are paid as bereavement pay. The additional two days leave will be charged against the employee's accumulated sick leave. Immediate family is defined as spouse, child, parent, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandparent, and grandchild. For the purpose of determining eligibility for bereavement leave, family relationships include step, foster and domestic partners.

In each case of death in the extended family of the employee or spouse, the employee will be granted permission to be absent from duty, with pay, for two (2) days, one of such days to be paid bereavement pay and the other day to be charged against the employee's accumulated sick leave. Extended family is defined as uncle, aunt, niece, nephew, or spouse of brother or sister.

Military Leave
When a full-time employee receives orders requiring a military tour of active duty, they will be entitled to a leave of absence for a period of such active duty in accordance with federal and state regulations in place at the time of the military duty. IVCCD may make a temporary appointment to fill any vacancy created by such leave of absence.

Professional Leave
Employees may be granted paid or unpaid leave at the discretion of the immediate supervisor for purposes of attending activities of a professional nature which are designed to improve employees' educational qualifications. Lodging, meal, registration, material and transportation expenses will be paid by the Board if a faculty member is assigned to attend a professional event. Events attended at the discretion of the immediate supervisor during regular working hours will be at no

loss of salary. Paid professional leave will not apply where employees are taking courses or training to obtain minimum upgrading or qualifications imposed by the District.

Payment for earning staff development unit credits will not be made where paid professional leave is utilized.

Discretionary and Extended Leaves

Paid and unpaid leaves for reasons other than those specified in Board policies and paid and unpaid leaves for absences extending beyond the number of days authorized above for specific types of absences may be granted when deemed necessary and in the sole discretion of the President. Such leaves will not extend beyond the end of the academic year in which the same are granted and whether such leaves or extensions are granted and whether they are to be paid or unpaid are matters within the sole discretion of the President.

Date of Review: June 11, 2025
Date of Revision: August 9, 2023
Date of Adoption: December 9, 1987

Legal Reference
None

Related Administrative Rules and Regulations
None

Revision History
November 8, 2017; July 12, 2017; March 13, 2002; September 10, 1997; November 11, 1992