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ADOPTED – BOARD OF TRUSTEES COMMUNITY COLLEGE
DISTRICT NO. 508
AUGUST 2, 2012

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION
TO AMEND DISTRICT PERSONAL LEAVE POLICY

WHEREAS, the Board of Trustees of Community College District No. 508 is empowered under Section 805/3-30 of the Illinois Public Community College Act, 110 ILCS 805 (“the Act”) to exercise all powers not inconsistent with the Act, “that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board;”

WHEREAS, Section 4.2 of the Board Bylaws provides that the Board may amend any Bylaw, Policy or Procedure issued for the governance of the Board, the District and the Colleges; and

WHEREAS, the Chancellor has determined that a revision to the Section 4.14e(x) - Personal Leave Policy of the Board Policies and Procedures will assist the District in maintaining efficient operations and management flexibility and align the District’s Personal Leave Policy with the City of Chicago’s Policy on Paid Administrative Leave.

NOW THEREFORE BE IT RESOLVED that the Chancellor recommends that the Board of Trustees approves the amendment to Section 4.14e(x) of the Board Policies and Procedures (Exhibit A). Said policy will be reflected in updated publications of the Board Policies and the City Colleges of Chicago website and shall be effective immediately.

EXHIBIT A

4.14e(x)

(x) Personal Leaves of Absence Full-time Administrators and Non-Bargained For Employees who are not eligible for any other type of paid or unpaid leave may be granted a personal leave of absence by the Chancellor for a period not to exceed five (5) months for good cause. Employees who are granted a personal leave of absence may, at their option, use appropriate paid accumulated leave banks for any paid portion of the leave and once exhausted, the leave shall be unpaid. Employees granted said leaves shall be reinstated to their former position at the conclusion of the leave, if it is available.

Notwithstanding this provision or any other provision in the Board policies, the Chancellor may grant a paid personal leave only to critical Full-time Administrators and Non-bargained For Employees under exceptional circumstances, which include:

- A pending internal review or investigation where it is deemed necessary to remove the employee from the work place while the review or investigation ensues;
- A pending discharge or termination for disciplinary reasons where the discharge or termination process has been initiated;
- Emergency conditions where no other suitable administrative option exists; or
- Other special circumstances where it is in the District's interest to place the employee on a paid personal leave.

Section 4.18.3(b) is deleted in its entirety.

August 2, 2012 – Office of Human Resource and Staff Development