Summary of Revisions – May 23, 2019

GCC Leave Program

* Revised and updated Table of Contents
* Added appeal language to general guidelines
* Clarified FMLA leave increments exclusion for exempt staff
* Retained new language that staff converting from 12 months to 10/11 may request conversion of annual leave to personal leave up to 5 days.  This would be added to the combined sick/personal balance. (mirrors classified)
* Separated personal leave for 10/11 month classified staff and licensed staff
* Policy pertaining to personal leave for licensed staff:
	+ Changed accrual rates for licensed staff from 2 days per year accrued in October to the current rate of .2 days per month added to sick leave balance
	+ Clarified that personal leave is subject to any caps for sick leave.  Currently no cap for anyone other than VRS Hybrid members.  VRS Hybrid members have a cap of 720 hours; however, those with balances which exceed this are allowed to retain those hours. Once the hours fall below 720, they will be subject to the 720 cap.
	+ Clarifies what happens with personal/sick leave for status changes
	+ Retained new language that staff converting from 10/11 months to 12 may convert up to 5 days of personal/sick to annual. (mirrors classified)
	+ Changed to allow sick leave to be used for personal reasons with supervisor approval not to exceed the employee’s total sick leave balance.
	+ Retained current guidelines for granting leave and exceptions
	+ Retained new language allowing supervisors to approve up to 10 days of leave without pay instead of current 2 days. (pertains to all staff)