



Northern Marianas College Procedure

Procedure No.: 5010.14 Procedure Title: Administrative Leave
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Revised: 3/14/14
Office of Origin: Human Resources Office
Procedure Approval Authority: President
Board Policy No. Associated with this Procedure: 5010
This Procedure Supersedes/Replaces: 2011 BOR Policy Part VI.F

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description Administrative Leave is time-off granted by the President for the following periods of paid or unpaid time-off:

Areas of Responsibility Employees will utilize Administrative Leave as set forth in this Procedure. It shall be each employee's responsibility to submit all requests for Administrative Leave to his or her supervisor for approval and submission to the President. It is within the discretion of the President to approve or deny Administrative Leave.

Procedure details Compassionate Leave
In the case of a death in the immediate family, full-time employees may be granted up to five (5) work days of administrative leave.

For the purposes of NMC leave procedures, "immediate family" shall consist of an employee's 1) spouse; 2) child, grandchild, ward or dependent, 3) parent, grandparent, brother, sister; 4) spouse's parents, grandparents, brother, or sister. If additional time is needed, annual leave or leave without pay may be granted. For purposes of this provision, "spouse" shall be deemed to include "common-law" spouses and long term "domestic partners."

If the death of an immediate family member covered by this policy occurs while an employee is on a scheduled annual leave, the employee's annual leave will be adjusted to reflect administrative leave.

Court or Jury Duty

Employees called upon to serve as jurors may be granted paid administrative leave for the duration of the period the jury is being selected or is impaneled.

Employees called to jury duty shall present their Juror Summons to their immediate supervisor together with a completed *Application for Leave form* for the supervisor's signature and processing.

An employee subpoenaed as a witness, except as a witness for the College, shall charge such absence to annual leave or leave without pay. Administrative leave for court duty shall be granted to an employee subpoenaed in litigation in which Northern Marianas College has an interest, to serve as a witness in the employee's present or past official capacity as a Northern Marianas College employee and or as witness who may be required to present college records in testimony. Such employee must inform the President of the required testimony as soon as possible after being subpoenaed.

Maternity / Paternity Leave

A full-time employee who is absent from work because of the birth or adoption of his or her child shall be granted fifteen (15) working days of administrative leave with pay. Such leave may be used on any fifteen (15) days encompassing the date of childbirth or adoption.

Other Administrative Leave

Administrative leave may be granted for those occasions when administrative leave is authorized for all government or for all NMC employees due to the scheduling of a public event or in conjunction with preparation for a public holiday.

The President of Northern Marianas College or designee may also authorize administrative leave to employees for situations and circumstances that do not fall into any of the established policy leave categories.