ANNUAL LEAVE (POLICY)

Oglala Lakota College shall maintain an Annual Leave program that is consistent with the maintenance of good employee relationship and morale. Such a program will also be consistent with federal fair employment practices.

A. Oglala Lakota College employees shall earn annual leave at the rate of four hours per full pay period if employed by Oglala Lakota College for three years or less, six hours per full pay period if employed by Oglala Lakota College for more than three consecutive years, and eight hours per full pay period if employed by Oglala Lakota College for more than fifteen consecutive years.

1. Honorable military service of at least twenty-four (24) continuous months, properly supported and documented, shall be creditable as employment by Oglala Lakota College for the purpose of computing annual leave earned. Annual Leave is earned from the date of appointment.

2. This policy of accrual of annual leave will not affect those employees on staff up-grade.

3. No employee shall earn annual leave on the basis of employment at any agency other than the College.

4. Temporary and intermittent employees shall not earn annual leave nor part-time employees working less than half-time.

5. In the first ninety (90) days of the probationary period, a new employee may not use accrued annual leave. When a current employee is hired for a new position within the college, he or she is placed on probationary status related to the new position. During this probationary period, however, the employee will not lose the right to use annual leave already accumulated during employment in the previous college position.

6. Contract employees may carry forty (40) hours of unused annual leave over into the next contract year. Career employees may carry annual leave accrued into the next fiscal year. A career employee terminated or released may receive his annual leave as a lump sum payment.

7. Full-time faculty do not earn annual leave. However, full-time faculty will be allowed 5 days of personal leave per semester. This leave must be approved by the department chair of the faculty member before the leave is taken. If classes are missed, they must be made up. Classes missed and not covered will cause a deduction in pay at an approved rate. Faculty members who move to a staff position may carry over a maximum of 40 hours of their personal leave to annual leave.

8. Annual Leave and personal leave must be approved in advance by the supervisor and may be denied if working conditions do not permit the absence of the employee without jeopardizing the work.
9. When an employee leaves a staff position to accept a faculty position, sick leave can be carried forward to a new contract but annual leave not used prior to the end of a staff contract cannot be carried forward and is lost.