

### **Annual Leave (AL)**

- State classified employees earn 8 hours of annual leave each month for 1.0 FTE (6 hours for .75 FTE). Administrative professionals earn 16 hours of annual leave each month for 1.0 FTE (12 hours for .75 FTE).
- When planning annual leave (i.e. vacations), you must get the leave approved by your supervisor before finalizing travel plans by sending an email to your supervisor with your leave request.
- Once your annual leave is approved by your supervisor, notify your Extension office of your approved annual leave using your local office's procedures.
- Don't schedule annual leave during annual in-service training, unit meetings, or site visits as your attendance at these events is mandatory. Under unusual extenuating circumstances, permission to miss one of these required events can be requested.
- Mark the dates of leave on your calendar.
- As soon as your leave has been approved by your supervisor, communicate necessary changes to lesson series schedules with agency partners. Be sure to either cancel or get coverage for your EFNEP classes. Notify your supervisor of who will be covering your classes during your scheduled leave. Make copies of your attendance records and give them to the educator that will be covering your classes. If you are the only educator in the county, work with your supervisor to reschedule the classes that were to take place during your scheduled leave. Cancel or reschedule other meetings or recruitment opportunities during your scheduled leave. At least one week before your leave is scheduled, remind your agency partners of upcoming scheduled leave.
- At the end of the week in which leave was taken, report the leave through Time Clock Plus.
- If your scheduled leave changes (the dates change, or the leave is canceled) send an email notification to your supervisor BEFORE you take the leave or as soon as you decide not to take the leave. If you do not notify your supervisor of canceled leave, it will be assumed you took the leave as planned.

### **Sick Leave (SL)**

- State classified employees earn 6.6 hours of sick leave each month for 1.0 FTE (4.95 hours for .75 FTE). Administrative professionals earn 8 hours of sick leave each month for 1.0 FTE (6 hours for .75 FTE).
- For expected sick leave (i.e. elective or planned surgeries, doctor's appointments), follow the annual leave policy stated above.
- For all other sick leave, call your supervisor at first sign of illness. Be sure to cancel or get coverage for any classes or meetings you have scheduled that you will miss due to sick leave.

- Notify your Extension office (using your local office's procedures) that you are sick and that you are working with your supervisor to cover your classes while you are sick.
- Document on your calendar the days you took sick leave.
- If you are out of the office on sick leave for more than 3 consecutive work days, you must provide your supervisor a written doctor's note.
- Sick leave can be used for:
  - personal illness or
  - the care of:
    - a child under 18 years old
    - disabled adult child
    - parent
    - spouse
    - legal dependent
    - a person in the household for whom you are the primary caregiver
- For Family Medical Leave (FMLA) or Short Term Disability, work with your supervisor to learn the rules and paperwork needed to use these benefits.
- At the end of each week in which the leave was taken, report the sick leave in Time Clock Plus.

#### **Bereavement leave**

- CSU provides leave in the case of the death of a person that is considered "a close relationship" that is in addition to annual and sick leave. This leave is not something that is earned; it is there for employees to use in the case that it is needed.
- A CSU employee is entitled to up to 40 hours of leave for the death of a person they have a close relationship with. The amount of time used needs to be approved by your supervisor and should be reasonable related the circumstances surrounding the event. For example, attending the funeral of a family friend that is geographically close to you would be approved for less bereavement time than the death of an immediate family member which would require significant travel.
- Work with your supervisor to utilize bereavement leave.
- At the end of the week in which the leave was taken, report the leave to Cindy via email and copy your supervisor on the email. Cindy will enter the bereavement leave into Time Clock Plus.

#### **County Holidays and Delay Start, Closure, and Early Dismissal Days**

- EFNEP educators are required to follow the holiday schedule as directed by the local county Extension director. EFNEP state staff follow the university holiday schedule.
- EFNEP educators follow the delay starts, closures, and early dismissals for the county in which they are housed. State staff follow university delay starts, closures, and early dismissals. Report any of these events to Cindy via email. Be sure to forward county closure or delay notification emails to your supervisor.
- Educators may teach classes if partners or host sites remain open and the educator deems conditions are safe.

- If there is no official county Extension office delay start, closure, or early dismissal and the employee chooses not to work for whatever reason (kids have a snow day, don't want to drive in the snow), the employee must use personal annual leave for that day.

### **Adjusting Goals Due to Leave**

- Your adult teaching visit and youth graduate goals will only be adjusted under the following conditions:
  - Leave taken is due to your extended illness or that of a qualifying family member that you care for (a child under 18 years old, disabled adult child, parent, spouse, legal dependent, a person in the household for whom you are the primary caregiver).
    - Goals will not be adjusted for vacation or other annual leave (unless that annual leave is being used for illness because sick leave has been exhausted); **AND**
  - The leave is for two consecutive weeks or more.
- Goals will be adjusted after you come back to work and will be calculated based upon the amount of work time you missed.
  - Example: If you missed 2 weeks out of a month that is 4 weeks long, your goals will be reduced by 50% or half **for that month**. When a month has 5 weeks, if you missed 2 weeks of that month, your goals would be reduced by 2/5ths or 40% **for that month**.
- All EFNEP Educators' goals will be adjusted during the month of annual in-service training. Goals will be calculated based upon the number of days of annual in-service.
- In rare extenuating circumstances not addressed in this protocol, the possibility of goal adjustments will be reviewed by the EFNEP Leadership Team on a case-by-case basis.