

### **SICK LEAVE AND VACATION REPORTING PROCEDURE**

Note: The procedure described in this section is applicable to all full-time employees of Allegany College: support staff, professional support staff with faculty rank, professional support staff without faculty rank, and administrators.

The area coordinator/secretary for each Allegany College office will be responsible for recording the sick leave and vacation leave used by each person in that area once a month on the "ALLEGANY COLLEGE VACATION AND SICK LEAVE REPORTING FORM".

- a. When a person uses a sick/vacation day, the attached form must be completed by the employee and signed by the employee's supervisor. Note that sick leave is completed the day you return to work. Vacation leave must have prior approval of employee's supervisor. This reporting form is used by the Area Coordinator/Secretary to assist in keeping the monthly reporting form.
- b. The area coordinator and the supervisor are required to sign each monthly form.
- c. The form must be signed and returned even if no sick leave or vacation leave is used for a particular reporting period for all individuals in an area.
- d. All monthly reporting forms are due to the Allegany College Personnel Office by the **5th** of the following month. All sick leave and vacation leave data will then be entered into the institution's computerized personnel system as per institutional policy.