

Policy No.: 5041
Board Approved: July 1993
Revised: September 21, 2004
Revised: May 16, 2023

Employee Leave

It is the policy of Hagerstown Community College to grant approved paid leave to all regular employees to include: (1) annual leave, (2) sick leave, (3) holiday leave, (4) bereavement leave, (5) personal leave, (6) jury/court duty leave, (7) sabbatical leave. In other circumstances, leave without pay or a mutual consent leave may be approved when paid leave is not applicable.

It is the policy of Hagerstown Community College to grant approved paid leave to eligible regular/budgeted employees.

Full-time Staff:

- Annual leave
- Sick leave
- Holiday leave
- Bereavement leave
- Floating holiday
- Court/jury duty leave
- Sabbatical leave
- Military leave

Full-time Faculty:

- Sick leave
- Holiday leave
- Bereavement leave
- Sabbatical leave
- Military leave

In other circumstances, leave without pay or a mutual consent leave may be approved when paid leave is not applicable.

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