

MAINE COMMUNITY COLLEGE SYSTEM

**PERSONNEL AND EMPLOYEE RELATIONS
Section 404.1**

SUBJECT: CONFIDENTIAL EMPLOYEE LEAVE

PURPOSE: To provide standards for administering confidential employee leave

A. Introduction

The purpose of this procedure to guide employees and supervisors in managing MCCS workloads and in handling the leave requests of confidential employees.

B. Application

This procedure applies only to confidential employees.

C. Standard Work Location

The standard MCCS work location for a confidential employee is the employee's primary MCCS office. A college confidential employee with the approval of a college president, or a System Office employee with the approval of the System President, may periodically work from a different location provided that the employee can still meet his or her responsibilities. Only the System president can authorize work from a different location on a regular or ongoing basis.

D. Typical Work Days and Hours

The MCCS full-time Standard Work Week is forty (40) hours Monday through Friday, and the typical MCCS full-time Standard Work Day is eight hours between 7 a.m. and 6 p.m. A college confidential employee with the approval of a college president, or a System Office employee with the approval of the System President, may periodically work a modified schedule, such as 7 a.m. to 4 p.m. or 9 a.m. to 6 p.m. After notifying the System president, a college president can authorize a college confidential employee to work a different schedule on a regular or ongoing basis. The System president can authorize a System Office confidential employee to work a different schedule on a regular or ongoing basis.

E. Requests and Approval

All confidential employees are required in non-emergency circumstances to seek supervisor approval prior to taking leave, and coordinate the timing and duration of their leave with the needs of their position and supervisor. All supervisors are expected to approve those requests that do not pose an undue hardship for MCCS. In emergencies, an employee should notify his or her supervisor as soon as practicable of the employee's reasons for being absent and the employee's anticipated return date.

F. Intermittent Work Schedule Adjustments for Salaried Confidential Employees

Some salaried confidential employees (hereinafter “salaried confidential employees”) regularly work in excess of 8 hours per day or 40 hours per week. These employees, many of whom typically report directly to a college or System president, are expected to meet the demands and requirements of their jobs which often are not, and cannot be, limited to a Standard Work Week. Accordingly, when a salaried confidential employee has recently worked or routinely works more than a Standard Work Week, that employee, at the discretion of his or her supervisor, may periodically take an unrecorded leave of two hours or less during a Standard Work Day, or work the eight hours beyond the Standard 7 a.m. to 6 p.m. Work Day, provided that the salaried confidential employee continues to meet his or her work responsibilities in a timely and effective manner.

REFERENCES: MCCS Policy 404

DATE ADOPTED: July 24, 2012