

AGENDA ITEM 8.D.

RE: Approve Modifications to Laredo College DEC(LOCAL) Policy – COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

STAFF RECOMMENDATION: Staff recommends approval of the proposed revision to the DEC Local Leaves and Absences Policy to clarify that when an employee moves from a position that earns vacation leave into a position that is not eligible to earn vacation leave, the employee will be considered separated from the leave-earning role for vacation purposes. Any accrued but unused vacation leave will be paid out at the employee's rate of pay in effect in the leave-earning position at the time of separation. Vacation leave will not transfer to the new position.

For hourly staff, earned and unused compensatory time will be paid out at the same time and payrate as the vacation leave separation. Additionally, compensatory time will not transfer to the new position.

BACKGROUND: The current Leave and Absences Policy does not specifically address how accrued vacation leave is handled when an employee changes positions within the College and moves into a role that is not eligible to earn vacation leave, such as certain faculty appointments. This revision establishes a clear and consistent process to ensure proper leave accounting, accurate payroll administration, and the timely reconciliation of accrued vacation balances when an employee leaves a vacation-earning position. By requiring payout at the time of the position change, the College appropriately clears accrued leave liabilities and prevents balances from remaining on record when the employee is no longer in a vacation-eligible role.

BUDGETARY CONSIDERATIONS: There is no new fiscal impact. The College has already budgeted to pay out accrued vacation leave upon separation from a vacation-earning position. This revision clarifies that the same treatment applies when the separation is due to an internal position change into a non-vacation-earning role.

CONTACT PERSONS:

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