



Committee Meeting: Policy & Governance Committee	Date: November 16, 2018
Committee Chair: Kathleen Masiello	
New or Edited: New	

POLICY NAME: Liberal Leave Policy

POLICY TYPE: Managerial

SUBMITTED BY: Penelope G Howard, EVP for Administration and Finance

ISSUE OR STATEMENT OF PURPOSE: SUNY Erie desires to have a policy related to when liberal leave may be declared for reporting to work when the College is open or during the work day for serious weather or other emergency conditions that may arise.

NEW OR EDITED POLICY: New

The President or his/her designee is authorized to determine when to implement and announce that the Liberal Leave Policy is in effect. Such announcement will be only through the official college channels for notifying personnel and students of closings and other emergency or relevant situations.

Supervisors of “essential personnel” as defined by SUNY Erie Community College policy, are responsible for determining which employees are not subject to the Liberal Leave Policy and for notifying those employees who must report to work even when the Liberal Leave Policy is in effect.

SUNY Erie employees may invoke a Liberal Leave Policy due to inclement weather, civil disorder, or other emergency circumstances when they believe that in such situations, it would be dangerous for them to drive or ride home unless they left before the end of the workday. In such cases, employees will notify their supervisors and request time off for all or part of the day, using either vacation or other personal time available (if no vacation or personal time is available, employees must use unpaid leave). Supervisors are advised to abide by employee’s judgement when the Liberal Leave Policy is in effect.

This doesn’t affect the Emergency Closing Policy, nor does it supercede contractual elements of union contracts.

There will be no differential pay for working on Liberal Leave days.

DOES IT SUPERCEDE A POLICY/WHICH ONE: No

POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:



POLICY NAME: Liberal Leave Policy - **Continued**

Policy & Governance Committee recommends the Board of Trustees accept the Managerial policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to Liberal Leave Policy.

POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT: Trustee Len Lenihan, Trustee Kathleen Masiello, Executive Vice President for Administration and Finance Penelope Howard, VP Human Resources, Equity and Inclusion Tracey Cleveland, Director of Human Resources Maria Carroll, Vice President of Enrollment Management Steven Smith, Director of Registrar Paul Lamanna, Dean of Liberal Arts and Sciences Joanne Colmerauer, Dean of Liberal Arts and Sciences Jamie Smith and College Senate Representative Michael Delaney

DATE OF BOARD ACCEPTANCE: December 13, 2018

POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:

Following Trustee acceptance, this Managerial policy will be included in the SUNY Erie Community College Managerial Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:

SUNY University at Albany Liberal Leave Policy
Loyola Liberal Leave Policy
University of Illinois Liberal Leave Policy
SUNY Geneseo

The Policy has been reviewed and discussed at the Policy & Governance Committee meetings of June 9, 2017 and November 16, 2018.