



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus
Majuro, Marshall Islands, MH 96960

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CMI POLICY NO. 400 - 7.6

Personal Leave

Status: Active
Effective Date: March 18, 2024
Approval Date: March 18, 2024

<p>1. Policy Statement</p>	<p>The College provides a number of paid leave as part of its benefits package, Personal Leave being one of such.</p>
<p>2. Purpose for the Policy</p>	<p>To clarify Personal Leave and streamline other similar leaves available for prospective and current employees.</p>
<p>3. Definitions</p>	<p>Professional Staff means Staff Employees who are in a position which requires a professional qualification and intellectual freedom.</p> <p>Technical Staff means Employees with technical responsibilities who are paid on an hourly basis. Support Staff means Employees with clerical and Handbook labor responsibilities who are paid on an hourly basis.</p> <p>Faculty means Employees of the College who are appointed to positions that are responsible for and whose performance evaluations are primarily based on teaching, research and public service goals and objectives of the College.</p>
<p>4. <i>Statements of Elaboration of Policy.</i></p>	<p>The terminology used will now be consistent to that used in the HR policy, removing the word Classified. Further, this paper recommends increasing personal leave by 8 hours in lieu of Family and Community Leave for the purpose of monitoring challenges and flexibility. A separate policy paper to remove family and community leave follows this proposal. It will now read as follows:</p>



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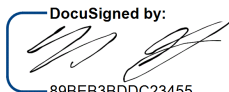
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	<p>7.6 Personal Leave</p> <p>7.6.1 <u>Personal Leave for Support, Professional and Academic Professional Staff and Faculty.</u> Support Staff, Professional Staff, Academic Professional Staff and Faculty are entitled to one (1) day or 8 hours of Personal Leave per calendar year. An additional 8 hours may be granted for school-related family leave with the presentation of any school-related announcement as a supporting document.</p> <p>7.6.2 <u>Personal Leave for Administrators.</u> Administrators are entitled to 20 hours of Personal Leave per calendar year.</p> <p>7.6.3 <u>Accrual.</u> Personal Leave does not accrue from year to year. There is no carry-over of Personal Leave.</p>
i. Cross References to Related Policies	7.11 Family or Community Service Leave
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	Form is on EWS
8. Date of Initial Policy	2007
9. Date(s) of Any Revisions	

President's Signature

DocuSigned by:

 89EB3BDDC23455

Dr Elizabeth Switaj

March 18, 2024

Date