

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**College Emergency
Response Team
Leave**

A College District employee who is an active College Emergency Response Team (CERT) member shall be granted up to eight hours of paid leave per semester (Fall and Spring), for a maximum of two days per academic year, to participate in CERT training and/or related CERT activities. For purposes of this policy, a CERT member shall be considered "active," and thereby eligible to take CERT leave, upon completion of ten hours of CERT participation (to include CERT training, location drills, and CERT meetings). Eligibility for CERT leave must be established each academic year. The Chancellor shall promulgate procedures for the administration of CERT leave.

Volunteer Leave

A full-time College District employee may receive up to one day (8 hours) of paid leave in each fiscal year to perform volunteer services through College District-approved organizations. Volunteer leave may be taken in full or half-day increments (but not less) during regular scheduled work hours, with advance notice to and approval by the employee's supervisor. Volunteer leave must be used in the fiscal year in which it is granted and may not be carried over. Unused volunteer leave shall be forfeited upon termination of College District employment. The Chancellor shall promulgate procedures for the administration of volunteer leave.