

**THREE RIVERS COLLEGE  
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4300 Leave	
Title: PP 4310 Absences from College	Page 1 of 3
Associated Regulation: PR 4320 Authorized Types of Leave	
Associated Policies: GAP 1107 Disruption in Normal College Operations; PP 4330 Shared Sick Leave	
References: 29 USC Ch. 28: Family and Medical Leave; Section 4331(a) of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 U.S.C. 4331(a); Victims Economic Safety and Security Act (VESSA) RSMo 285.625 to 285.670; RSMo 115.639; RSMo 41.1000	
Supersedes: PP 4320 Authorized Types of Leave	
Responsible Administrator: Director of Human Resources	
Initial Approval: 03-25-2010	Last Revision: 10-20-2021

Three Rivers College employees are expected to report to work whenever reasonably possible. When unavoidable absences from work occur, the appropriate supervisor should be notified in advance when possible and immediately upon return to work in cases of emergency. A Request for Leave Form must be completed for all absences, planned and unplanned.

There are two categories of absence: planned and unplanned.

A planned absence must be approved in advance using the approved college forms and procedures. Because these absences must be pre-approved by a supervisor, they are generally considered excused. A planned absence may be paid or unpaid.

An unplanned absence is usually an absence due to illness, injury, or emergency. In the event of an unplanned absence, an employee should contact his/her supervisor immediately. A supervisor will determine if an unplanned absence is excused, unexcused, paid, or unpaid.

If the employee fails to contact his/her supervisor regarding an unplanned absence within a reasonable amount of time or if the reason for absence is unacceptable to the supervisor the absence is unexcused and therefore unpaid. Unreported absences of three (3) per fiscal year are deemed to be an abandonment of the employees position and will be considered resignation of the employees position.

When an employee has an unplanned absence for illness or injury that lasts more than three (3) consecutive days, the employee may be required to provide the Director of Human Resources with a medical release from the attending physician stating that the employee is fit to resume regular duties.

Note: An employee may be required to present evidence at any time, in the form of personal affidavits, physician's certificates, or other testimonials in support of the reason for sick leave upon request of his/her supervisor or an appropriate approving authority.

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**Excessive Absence**

Unplanned absences can occur with such frequency as to become unacceptable. A college employee who has excessive, unplanned, excused absences will be counseled by his/her supervisor, and an employee who has an unplanned, unexcused absence will be counseled by the supervisor immediately upon returning to work. Excessive absences will be grounds for review and disciplinary action up to and including termination

**Authorized Types of Leave**

Three Rivers College is committed to protecting all regular full-time employees against loss of earnings due to illness, injury, or incapacity to work including leave due to pregnancy, and to providing time off to employees in the event of illness or death of certain family members. The Board of Trustees authorizes the following types of leave for College employees:

- I. Sick Leave
- II. Vacation Leave
- III. Family Medical Leave
- IV. Leave of Absence
- V. Holiday Leave
- VI. Civil Leave
- VII. Military Leave
- VIII. Voting Leave
- IX. Victims of Domestic or Sexual Violence Leave

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**DOCUMENT HISTORY:**

- 03-25-2010:** Initial approval of policy PP4310 Absences from College.
- 11-17-2010:** Revision-Unreported absences in excess of three (3) are deemed to be an abandonment of the employees position and will be considered resignation of the employees position to Unreported absences of three (3) per fiscal year are deemed to be an abandonment of the employees position and will be considered resignation of the employees position.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 02-20-2019:** Statement added to clarify the expectation that employees are required to complete a "Request for Leave Form" for all types of absences.
- 10-20-2021:** The section on authorized types of leave supersedes College Policy, PP 4320 Authorized Types of Leave and includes a reference section to state and federal rules which align with this policy, also added PP 4330 Shared Sick Leave to the policy grid.