



# DONNELLY COLLEGE

## RECORD OF PAID LEAVE NON-EXEMPT

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Non-exempt employees may be approved for the following leaves: sick leave, emergency leave, Jury Duty, vacation leave, and holidays. Non-exempt employees may also be approved for Professional Development Leave.**

**Vacation:** Non-exempt employees have 10 vacation days following one full year of employment (accrues .833 monthly), 12 days after 5 full years (accrues 1 day per month); and 15 days after 10 full years (accrues 1.25 days per month).

**Sick Leave:** Accrues monthly at a rate of .583 for a total of seven (7) working days per year. Sick days cumulate to a maximum 30 days.

**Check the appropriate leave:**  Sick Leave  Emergency Leave  Jury Duty  
 Vacation Leave  Personal Day  Professional Development

<b>Dates of Absence</b>	<b>Days of Absence</b>	<b>COMMENTS:</b>
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

**SIGNATURES:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date