

RESOLUTION F28-14

**APPROVAL OF THE ADOPTION OF
POLICY 4.52, LEAVES OF ABSENCE, HOLIDAYS, AND VACATION FOR
ADMINISTRATIVE EMPLOYEES
AND
RESCISSION OF POLICIES 4.55REV, 4.56REV, 4.57, 4.65 AND 4.68**

WHEREAS, the President has initiated a systematic review of existing institutional policies in order to ensure their accuracy and application to current organizational needs; and

WHEREAS, a review of Policy 4.55Rev, Administrative Employee Vacation; Policy 4.56Rev, Administrative Staff Sick Leave; Policy 4.57, Administrative Staff Holidays; Policy 4.65, Administrative Family and Medical Leaves and Policy 4.68, Disability Leave of Absence, addressing certain benefits and leave of absence topics for administrative/ATSS employees, require technical updates and reflect a multitude of topics that are appropriate to be addressed under the auspices of one Board of Trustee policy; and

WHEREAS, the proposed Policy 4.52, Leaves of Absence, Holidays, and Vacation for Administrative Employees, incorporates the primary components of all of the previous policies into one consolidated policy; and

WHEREAS, “administrative employees” for purposes of this policy include the classifications of administrators (includes police officers) and administrative technical support staff (ATSS);

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby rescinds Policies 4.55Rev, 4.56Rev, 4.57, 4.65, and 4.68 and approves Policy 4.52, Leaves of Absence, Holidays, and Vacation for Administrative Employees effective September 19, 2014.

(September 19, 2014)