

**W. Leaves without Pay (SBP 611.01)**

See *Section 4 – Leave Benefits* below, as well as the *Employee Payroll and Leave Handbook* and State Board Policy 611.01 and accompanying guidelines for more information on unpaid leave.

**X. Professional Development Opportunities (SBP 612.01)**

Full-time personnel shall be granted professional and/or vocational leave with pay for up to ten (10) days per year upon approval by the President. Professional and/or vocational leave with pay for more than ten (10) days per year shall be granted upon written request of the President and approval of the Chancellor.

The employee desiring professional and/or vocational leave must submit a memo to his or her supervisor requesting such leave. The memo must include justification for the request.

**Y. Tuition Assistance (SBP 612.02)**

See *Section 6 – Other Benefits & Services* below for tuition assistance information.

**Z. Drug-Free Workplace**

See State Board Policy 613.01. Each employee of CVCC is provided a copy of the CVCC Drug-Free Workplace Policy at the time of hire.

**AA. Fair Labor Standards Act Compliance**

CVCC is covered by the Federal Fair Labor Standards Act (FLSA) which includes the U.S. Department of Labor standards for overtime compensation. At CVCC, it is an institutional policy that no employee on State Salary Schedule A, B, C, or D shall be eligible for overtime compensation based strictly on hours worked per week. As a general rule, administrators, faculty and other professionals employed at CVCC shall not receive additional compensation merely for hours worked beyond their normal workweek.

Overtime compensation for "non-exempt" employees of CVCC (those who are covered by the FLSA overtime provisions) shall be governed by the FLSA and the Chancellor's **guidelines** on overtime compensation. The FLSA provides for compensation in either money or compensatory time off for all hours worked over forty hours in a seven-day workweek. At CVCC, the compensation is computed at the rate of one and one-half hours of time off for each hour worked over forty hours in the respective week. An employee receiving compensatory time off may accrue up to 240 hours. No overtime will be worked by an employee who has accrued the maximum number of 240 hours of compensatory time. Accrued compensatory time off shall be used by the employee within a reasonable period after it is accrued, generally within the month subsequent to its accrual.

No overtime is to be worked without prior approval by the employee's immediate supervisor, supervisory dean, and the President.