

**LONE STAR COLLEGE SYSTEM DISTRICT
BOARD POLICY MANUAL
Fourth Edition**

hours per term for a maximum of 18 credit hours per academic year) for approved College courses taken under this policy. Additionally, the College will do the same with state-funded continuing education courses for eligible employees for approved College courses taken under this policy—subject to space availability. The College may exempt tuition and required fees for a course that includes a laboratory fee. The College may set additional conditions for this program.

(e) Expense and Travel Reimbursement

Employees may be reimbursed for College-related travel expenses. Employees are eligible for reimbursement if such travel is (1) necessary and important to achieve College business objectives, (2) approved by the employee's direct line supervisor, (3) documented with appropriate receipts, and (4) funds are available from the appropriate budget. Employees using personal vehicles for College business are reimbursed on a mileage basis except for employees who receive a car allowance. Employees using personal vehicles for College business must maintain state minimum insurance coverage. Any personal vehicle damage that occurs while on College-related business must be covered by the employee's automobile insurance.

(f) Wellness Release Time

The College encourages employees to practice simple, positive lifestyle habits that increase quality of life, productivity, and longevity. Employees who engage in a minimum of three hours of exercise or community service each week may receive up to 1.5 hours of release time from their duties to participate in such activities. Wellness release time may only be used if participation does not reduce institutional productivity and the employee's supervisor approves.

(g) Unpaid Leave of Absence

An eligible full-time employee may request an unpaid leave of absence for an extended absence not otherwise covered by other leave types (e.g., vacation, FMLA, Jury Duty).

(h) Worker's Compensation

Employees who experience an on-the-job illness or injury during the course and scope of employment may be eligible for workers' compensation benefits.

(i) Faculty Leave Banking

Full-time faculty may convert compensation earned through extra service assignments into a future leave pool. This program allows eligible employees who have earned the equivalent of a full-semester of banked leave plus an additional service assignment to take a semester's leave with full pay. The Chancellor maintains procedures that govern this program consistent with applicable law.

IV.D.2. Paid Time Off

IV.D.2.1. Policy