

PERSONAL LEAVE

The College provides non-cumulative paid personal leave to full-time faculty members as follows:

Years of Service	Personal Days
0 - 5 years	1 day per contract year
over 5 years	2 days per contract year

Personal leave is intended to cover absences for business or personal reasons. Requests for personal leave shall be made in advance by completing a Leave Request Form and must be approved by the immediate supervisor in accordance with all applicable administrative procedures. Prior to approval, satisfactory arrangements must be made for all missed classes and labs.

Original policy date: 11/10/94 (Item #7035)
Revision date: 12/12/96 (Item #7853)
Revision date: 03/13/97 (Item #7957)