

<b>CODE:</b>	<b>PSL – 702</b>
<b>SUBJECT:</b>	<b>Personal Leave</b>
<b>ADOPTED:</b>	<b>February 16, 1999</b>
<b>REVISED:</b>	<b>August 10, 2010</b>

A total of three (3) full days of supervisor approved personal leave shall be granted all personnel each year. After completion of one year of employment, continuing part-time employees shall be granted one (1) supervisor-approved personal leave day per year. In the event of the death of an employee, the College will compensate the deceased employee's beneficiary or beneficiaries for the unused days of personal leave. Employees are not paid for personal leave when resigning, retiring, or terminated from employment.

### **Procedure**

#### **Leaves of Absence**

All approved leave requests must be accompanied by a completed Absence from College Request/Report form.

#### **Personal**

1. Three (3) days of personal leave are granted to each full-time employee annually with supervisor approval. After completion of one year of employment, continuing part-time employees shall be granted one (1) supervisor-approved personal leave day per year. Hourly employees who have completed one full year of continuous part-time employment at the time of policy adoption have met the criteria.
2. The purpose of a personal day request is not typically requested. However, if the President or appropriate supervisor identifies a reason of College-wide interest for the employee to be at work for that day, the employee will be asked to state and/or postpone his/her request.
3. As a general guideline, days of personal leave cannot be requested on days that immediately school holidays or during periods of enrollment or final exam.
4. Personal leave is not cumulative from year to year.