

TITLE: PERSONNEL – PERSONAL LEAVE – NON-AFFILIATED STAFF

1. All full-time non-affiliated staff may be granted two (2) personal leave days each college year (July 1-June 30).
2. Personal leave days may not accumulate from year to year.
3. Personal leave days shall be arranged with the employee's supervisor if at all possible.
4. A record of personal leave days will be maintained in the Business/Payroll Office. Individual employees will receive bi-weekly reports of their personal leave status throughout the year.

Date of Adoption: 1/25/00

Revised: 5/26/15