

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Support Staff 420.0000.96

Leave: Employee Responsibility
Policy Number: 420.1075.14

POLICY

Leaves are to be used for the intended purpose as defined by the related leave policy. Employees are expected to conserve and manage the use of leave in such a way as to be prepared to deal with personal needs, family emergencies, and lengthy illnesses without exceeding accrued leave.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 2014

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: