

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Human Resources           400.0000.14  
SUBSECTION: Administrative/Professional Staff   450.0000.14

*Leave: Employee Responsibility*  
**Policy Number: 450.1075.14**

**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**Rescinded Date:**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:**