

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: All Employees 415.0000.15

Employee Leave Year
Policy Number: 415.0390.03

POLICY

The employee leave year shall be defined as September 1 through August 31 of each year for employee leave, including but not limited to vacation, sick leave, personal leave, family leave, military leave, or other leave that is recorded, calculated, and maintained on annual basis. For the purposes of earning/acruing leave, calculating leave balances, calculating leave earning/accrual maximums, and starting new yearly accruals this established year shall be utilized.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 2003

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Rescinded Date: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: