

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Support Staff 420.0000.96

Political Leave (Full-Time Support Staff Only)
Policy Number: 420.1900.82

POLICY

A support staff employee may take political leave not to exceed one term of office. However, political leave will not be granted to an employee for any amount of time less than full fiscal year intervals; nor will the employee be allowed to reduce his/her normal work load to part-time without previous written approval from the President. The employee shall be allowed to return to work with the same fringe benefits and salary as when leave was taken. He/she will return to the same established job classification as when he/she left for political leave. Requests for political leave shall be made in writing to the President. The request must be submitted with as much advance notice as possible.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1982

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Rescinded Date: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: