

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

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

Personal Leave (Full-Time Employees Only)
Policy Number: 450.1200.86

POLICY

Personal leave of four (4) days per annum, at the rate of .33 days per month, will be allowed each administrative employee for the purpose of transaction of personal business without loss of pay, if approved by the College administration. Notice in writing is to be submitted to the immediate supervisor for processing. If possible, such notice shall be given a minimum of two (2) days prior to the requested date.

Personal leave of three (3) days per annum, at the rate of .25 days per month, will be allowed each professional employee for the purpose of transaction of personal business without loss of pay, if approved by the College administration. Notice in writing is to be submitted to the immediate supervisor for processing. If possible, such notice shall be given a minimum of two (2) days prior to the requested date.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1986

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Rescinded Date: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: