

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

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

*Political Leave (Full-Time Employees Only)*  
**Policy Number: 450.1900.82**

**POLICY**

An administrative/professional 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 a full contract year interval; 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 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**Rescinded Date:**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:**