

McLennan Community College

POLICIES AND PROCEDURES

Reference:	F-I-d, 4, a	Effective Date	08/28/2018
Subject:	Administrative Guidelines for Personal Business Leave Policy		
Source:	President		
Approval Authority:	President	Approval Date	08/28/2018
History:	Previously approved 08/28/2018, replaced policy dated 01/25/2001		
Remarks:	Policy updated to new format.		

PURPOSE

Personal business leave is intended to permit an employee to be absent from scheduled duties to attend to important personal matters that can be conducted, without great inconvenience, only during the employee's duty hours.

Personal business leave is appropriate for such matters as (example):

- Serious family problems
- Unusual and important church, civic or professional responsibilities
- Legal proceedings
- Funerals and weddings
- Extraordinary educational pursuits or activities

APPLICABILITY

This policy is applicable to all employees who are employed at least one-half time and are paid at the same salary rate as a full-time employee.

Faculty salary reduction at substitute rates is discontinued, except for part-time teaching faculty, in which case the Vice President, Instruction shall determine on an individual case basis whether the reduction may be made at substitute rates.

PROCEDURES

The individual employee shall have the prerogative of determining (in light of the stated purpose) when it is appropriate to take personal business leave.

An employee desiring to take personal leave shall confer personally with his/her immediate supervisor as far in advance of the absence as possible and reasonable. The employee shall not be required to reveal the reason(s) for the leave. The purpose of the conference

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is to ensure that all parties concerned are informed of the anticipated absence and that due consideration is given to discharge of the employee's responsibilities during the absence.

Personal business leave may be taken in units of full or one-half days only and shall not be granted without advance notice by the employee except in absences involving emergencies.

Absences under this policy shall be reported on regular reporting forms (used for other kinds of absences), and appropriate records shall be maintained by the Human Resources Office.