

## POLICIES AND PROCEDURES

Subject: Personal Business Leave Reference: F-I-d, 4

Source: Board of Trustees Eff. Date: January 25, 2001

Approval Auth.: Board of Trustees Approved: \_\_\_\_\_

Remarks: This policy replaces previous policy dated February 28, 1995.

Date: January 25, 2001

Upon advance approval of administrative officials designated by the President, an employee may be absent from duty for personal business reasons for a specified length of time, in accordance with the following salary provisions:

1. Faculty and professional administrative employees may be absent from duty a maximum of two days each year for personal business reasons without reduction in salary.

This time (2 days) shall be granted only as the need for it occurs and shall not accumulate from year to year.

2. All other absences for personal reasons not provided for by other College policies (sick leave, vacation, compensatory time, etc.) shall result in reduction of the employee's salary in proportion to the length of the absence (pro rata basis).

The President of the College shall develop administrative guidelines for the implementation of this policy, including a definition of "personal business reasons".