

McLennan
Community
College

POLICIES AND PROCEDURES

Administrative Guidelines for
Subject: Personal Business Leave Policy Reference: F-I-d, 4, a
Source: President Eff. Date: August 28, 2018
Approval Auth.: President Approved: _____
Remarks: Replaces previous policy dated January 25, 2001
Date: August 29, 2018

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 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.