



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Personal Business Leave	DEC - I - a	2	08/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D- Personnel	Compensation and Benefits: Leaves and Absences	DEC	08/26/2025

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. Full-time benefit eligible 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".

Emergency personal leave may be enacted at the direction of the President of the College during a specific period of time. When emergency personal leave is enacted a procedure will be approved and made available to employees.

### PROCEDURE

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 procedure 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.

## **PROCESS**

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