

**NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-7410.7**

**FOR POLICY NUMBER: BP – 7410**

**PERSONAL LEAVE**

**1. PROCEDURE SUMMARY STATEMENT**

To establish protocol for personal leave for full-time Faculty Members.

**2. DEFINITIONS**

N/A

**3. PROCEDURE**

3.1 The College provides paid time off for full-time Faculty Members who are absent from work for personal reasons. Each Member shall be entitled to personal leave each contract year, as follows:

3.2

Years of Service	Personal Days
0-5 years	2 days per contract year
Over 5 years	3 days per contract year

3.3 Requests for personal leave shall be approved by the immediate supervisor in accordance with all applicable administrative procedures and recorded on the electronic leave report. Prior to approval, satisfactory arrangements must be made for all missed classes and labs. Up to one unused personal day may be carried over to a subsequent year. Maximum accumulation for all Faculty Members regardless of the number of years of continuous service shall be four (4) personal days in any one contract year. Further, upon termination, any unused personal leave shall be forfeited without any compensation.

**4. APPLICABILITY**

N/A

**ISSUE DATE:** 12/18/2018

**EFFECTIVE DATE:** 12/18/2018

**REVISION DATE(S):**12/10/1996 (item #7853); 03/13/1997 (item #7957); 08/14/2014 (item #11478); 12/18/2018

**PRIOR POLICY/PROCEDURE NUMBER:** 4167; BP-7419

**SCHEDULE FOR REVIEW:** 2023

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RELATED PROCEDURES/REFERENCES:** AP-7410.0; AP-7410.1; AP-7410.2; AP-7410.3; AP-7410.4; AP-7410.5; AP-7410.6; AP-7410.8; AP-7410.9

**PROCEDURE KEY WORDS:** personal leave