



BOARD POLICY

BOARD POLICY SERIES NUMBER: 318.05

TITLE: PERSONAL LEAVE DAYS

See ACEUCC and UCCFA collective bargaining agreements.

All Administrative and Confidential/Exempt employees, after six months of continuous full-time employment, are granted three Personal Leave days per year. Two days are to be determined by the employee with approval of his/her supervisor. The third day is to be scheduled by the College to be taken during the winter holiday break period.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 06/08/11 by Board

DATE OF LAST REVIEW: