

BOARD POLICY

4075

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

PERSONAL LEAVE (Without Pay)

A personal absence without pay for up to five (5) individual days per fiscal year shall require the approval of the immediate supervisor. An absence of more than five (5) individual days must also be approved by the president or designee, for their respective college, and the Chancellor or designee for District Services. Appropriate paid leaves must be exhausted prior to utilizing leave without pay.

If an absence of more than thirty (30) consecutive days without pay is requested, the Board of Trustees' approval is required.