

BOARD POLICY

4077

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

EXCUSED ABSENCE (Without Loss of Pay)

The appropriate administrators, managers and/or supervisors are authorized to excuse an employee for an occasional absence for up to two (2) hours for personal business when such an absence from the employee's regular duties is deemed an exceptional circumstance and in the best interest of the District or of such a nature that the employee's absence is required during a regular work day.

The Chancellor or the appropriate college president is authorized to excuse an employee for up to one day.

Excused leave of absence due to a change of assignment for more than one day requires approval of the Board of Trustees.

Adopted:	2-13-68	Revised:	2-28-94	Revised:	10-13-10	Page 1 of 1
Revised:	6-04-69	Technical		Revised:	12-10-18	
Revised:	4-10-89	Update:	4-26-99			