

4.12 PERSONAL ABSENCE WITHOUT PAY

A request for personal absence without pay shall be filed through channels with the Executive Vice Chancellor of Human Resources and shall be recommended by the respective College President and shall require the approval, for up to five (5) days by the Chancellor, and for six (6) or more days by the Board of Trustees. The leave must conform to the criteria for Personal Necessity Leave (see Section 4.4.2). The Human Resources Office shall notify the requester of the action taken upon request. Request must be received in ample time for all necessary action to be taken. An employee absence card must be filed.