

## Policy 5.23

### Personal Leave Policy

Each full-time curriculum faculty member will be permitted to take a maximum of 16 hours of personal leave per year with the following conditions:

- Personal leave shall not be cumulative.
- Each day of personal leave may be made up during established faculty vacation periods or charged to sick leave.
- The personal leave day, the date on which the leave day will be made up, and written documentation on how the assignments are to be completed, must have prior approval of both the Dean and the Vice President of Academics.
- Personal leave must be taken in increments of at least 4 hours.
- The personal leave should be reported on the “Absence Report” form and submitted to the Vice President of Academics.
- Full-time faculty with a nine month or more contract who do not earn annual leave may use up to two day’s sick leave per year for personal reasons. Suitable arrangements must be made to cover classes and the leave must be approved by the supervisor. Faculty are not encouraged to use their sick leave in this way unless absolutely necessary.

### References

**Legal References:** *1C SBCCC 200.94*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

- [Time Sheet Procedure](#)
- [Leave Policy](#)
- [Absence Report Procedure](#)
- [Annual Leave Procedure](#)
- [Bonus Leave Policy](#)
- [Civil Leave Policy](#)
- [Community Service Child Involvement Leave Policy](#)
- [Compensatory Leave Policy](#)
- [Educational Leave with Pay Policy](#)
- [Family Medical Leave Policy](#)
- [Leave Without Pay Policy](#)
- [Maternity Leave Policy](#)
- [Military Leave Policy](#)
- [Personal Leave Policy](#)
- [Sick Leave Policy](#)
- [Voluntary Shared Leave Program Policy](#)

**History**

**Senior Staff Review/Approval Dates:** 11/6/13

**Board of Trustees Review/Approval Dates:** 11/6/13

**Implementation Dates:** *Enter date(s) here*