# Policy 5.12

## Leave Policy

Absences from work during scheduled working hours shall be charged to the appropriate leave account. Unauthorized absences may lead to disciplinary action up to and including dismissal from employment.

The college reserves the following rights:

- To authorize, or to refuse to authorize, the advance request of an employee for permission to be absent.
- To investigate absences.
- To determine whether or not an absence is unavoidable or justifiable.
- To deny absence pay allowance for absence in violation of this policy.

## References

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

**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
Cultural, Religious, or Personal Observance Leave Policy
Educational Leave with Pay Policy
Family Medical Leave Policy
Leave Without Pay Policy
Maternity Leave Policy
Military Leave Policy
Paid Parental Leave Policy
Personal Leave Policy
Sick Leave Policy
Voluntary Shared Leave Program Policy

**History**

**Senior Staff Review/Approval Dates:** *11/620/13; 11/20/2024*

**Board of Trustees Review/Approval Dates:** *11/6/2013*

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