
PERSONAL LEAVE

It is the Administrative procedure of the Southwestern Oregon Community College District to allow MASSC (manager, administrator, supervisor, specialist and confidential) employees paid personal leave during a fiscal year according to the following schedule:

24 hours for 1.0 FTE MASSC employees

12 hours for less than 1.0 FTE MASSC employees

Beginning July 1 of each fiscal year, personal leave is cumulative to a maximum of 40 hours; each employee may carry forward up to 16 hours of personal leave to the next fiscal year

The employee must give the supervisor advance notice before taking personal leave, but the employee is not required to divulge the personal reason for the leave request.

Adopted by Board of Education:

Procedure #6.016 November 18, 1985

Revised: October 24, 1988

Adopted by Board of Education:

Procedure #6.3.048 February 28, 1994

Changed to Administrative Procedure January 22, 1996

Reviewed January 17, 2013 (Formerly Admin Procedure 6.3.048)

Revised: September 11, 2019