

FACULTY ABSENCE FOR PERSONAL BUSINESS

The College will grant full-time faculty members, without vacation time benefits, twenty (20) hours of personal business time with pay per fiscal year. Time off for personal business must be requested and approved at least one week in advance (unless the absence is due to an emergency) through the appropriate Department Chair and Division Director. Personal leave hours will be deducted for actual class time and office hour time missed for the days requested. Faculty members should not request to be absent from the College on personal leave during the first or the last week of the scheduled class(es). When personal business time off is granted, the first twenty (20) hours taken will be with pay. Unused time will not carry over to the next fiscal year. The smallest amount of Personal Business leave time that can be taken is fifteen-minutes.

Should the faculty member request more than twenty (20) hours off for personal business, such additional time off, if approved by the Division Director, will be charged the amount a substitute teacher would be paid to cover the faculty member's absence. The charge will be determined from the Substitute Teacher Schedule and will be deducted for all classes missed, whether or not a substitute teacher is actually used. If the Division Director does not approve the additional hours requested that are beyond the twenty (20) hour allowance, the time will be reported as leave without pay.

Special Rules Applicable to Public Agency Employees

An exempt employee of a public agency may have his or her pay reduced or may be placed on unpaid leave for absences due to personal reasons of less than one full day when leave is not used by the employee because:

- Permission to use leave has not been sought or permission has been sought and denied;
- the employee's accrued leave has been exhausted; or
- the employee chooses to use leave without pay;

provided that the employee is paid according to a pay system established by statute, ordinance or regulation or by a policy or practice established pursuant to the principles of public accountability, under which the employee accrues personal leave and sick leave and which requires the public agency employee's pay to be reduced for such absences.

US Department of Labor, elaws, FLSA Overtime Security Advisor.

<http://www.dol.gov/elaws/esa/flsa/overtime/cr10.htm>

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