

McLennan Community College

POLICIES AND PROCEDURES

Reference:	F-I-d, 4	Effective Date:	07/06/2020
Subject:	Personal Business Leave		
Source:	Board of Trustees		
Approval Authority:	Board of Trustees	Approval Date:	07/28/2020
History:			
Remarks:	Replaces prior policy dated 08/28/2018		

Upon advance approval of administrative officials designated by the President, an employee may be absent from duty for personal business reasons for a specified length of time, in accordance with the following salary provisions:

1. Full-time benefit eligible employees may be absent from duty a maximum of two days each year for personal business reasons without reduction in salary.

This time (2 days) shall be granted only as the need for it occurs and shall not accumulate from year to year.
2. All other absences for personal reasons not provided for by other College policies (sick leave, vacation, compensatory time, etc.) shall result in reduction of the employee's salary in proportion to the length of the absence (pro rata basis).

The President of the College shall develop administrative guidelines for the implementation of this policy, including a definition of "personal business reasons".

Emergency personal leave may be enacted at the direction of the President of the College during a specific period of time. When emergency personal leave is enacted a policy will be approved and made available to employees.