

Leave Benefits	Approved by: Board of Trustees	Date:	01/27/98
	Revised Date:		04/25/06 2/16/16

Leave is a benefit granted to employees who work twenty (20) hours or more per week. Leave benefits are prorated for employees that work less than forty (40) hours per week. All leave requests must be submitted in writing. Annual leave must be approved by the immediate supervisor prior to use. Employees who work less than the twenty (20) hours per week may be granted unpaid leave at the discretion of their supervisor. Abuse of leave time off may be cause for reprimand and if repeatedly misused dismissal.