



**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 629
Title: Personal Leave**

Benefited employees are granted personal leave for time away from work for vacation or personal business.

**Procedure: 629.1
Amount of Personal Leave Granted**

Benefited employees are granted personal leave each fiscal year according to the schedule set forth below, and subject to the limitations contained in this procedure.

Benefited Employee Class	Hours per fiscal year	Days per fiscal year
Faculty	Up to 16	Up to two (2) days
Non-faculty	Up to 8	Up to one (1) day

Part-time benefited employees receive a prorated amount based on full-time equivalency, i.e. a three-quarter time, 9 month faculty employee will receive 12 hours of personal leave and a three-quarter time, 12 month non-faculty employee will receive 6 hours of personal leave per fiscal year.

**Procedure: 629.2
Limitations and Procedures**

Personal leave must be used in the fiscal year in which it is granted or it will be forfeited.

Employees who terminate employment with the college shall forfeit any unused personal leave.

**Procedure: 629.3
Approvals**

All requests for personal leave require approval by the employee's supervisor before the leave is actually taken. Leave requests may be made through online leave requests, via email, or by using any other written method as directed by the employee's supervisor. Supervisors may deny leave requests based on workload or other work-related reasons.

**Procedure: 629.4
Reporting**

Employees are responsible for reporting leave taken through the online reporting system and supervisors are responsible for verifying leave taken is reported accurately. If an employee is unable to submit leave taken in time for payroll processing, the supervisor will send the leave taken amounts to payroll for proper accounting.