

Procedure

Procedure # 3.04.06.02

Effective Date 2/23/00

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| <p><i>(Impact Area - Dept Name)</i></p> <p>Category III employees and employees with Category III benefits</p> | <p><i>(General Subject Area)</i></p> <p>Personal Leave</p> | <p><i>(Specific Subject Area)</i></p> <p>Personal Leave</p> |
| | <p>Author:</p> <p>President's Cabinet</p> | <p>Supersedes Procedure #</p> <p>New</p> |
| <p>Relates to Policy #</p> | <p>Impact: Category III employees and employees with Category III benefits.</p> | |
| <p>Legal Citation (if any):</p> | | |
| <p><i>North Idaho College</i></p> | | |

Procedure Narrative

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In order to use personal leave days the employee shall follow the following procedures:

1. An employee shall notify the appropriate supervisor prior to taking a personal leave day.
2. Notification shall be in writing via the college absence form and shall be in advance of the leave day.
3. The employee will not need to explain or justify taking the leave.