LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 9.4
Policy Title: Personal Leave

CROSS REFERENCE(S):
MyLCO Leave Slip Form

Purpose/Policy

The purpose of Personal Leave is to take into consideration situations not covered by other leave policies provided by the college.

Employees requesting use of personal leave must submit a request in writing with reasoning and justification attached to the College designated leave request form to their immediate supervisor who will make a recommendation in writing and provide to the President for review and final determination prior to the leave occurring. In order to ensure sufficient time for the processes related to review to be completed, should the personal leave time be "planned", it shall be requested at minimum 30 days prior to the anticipated leave date.

Personal leave may be granted, with pay, and after obtaining prior approval as noted above for the following circumstances:

a) Critical illness or death of an individual where a close personal relationship exists, but is not covered by the term "immediate family."
b) The college will provide four weeks (160 hours) of paid maternity leave to deliver and/or care for a newborn child. Paternity leave may be granted for one week (40 hours) with pay.
c) Full-time faculty members are eligible to have (1) paid personal leave day each semester for a total of (2) days paid personal leave per current academic year which must be requested in writing to the Academic Dean; college President approval is not required for this leave.
d) The situations listed below which may qualify for Personal Leave shall not exceed a cumulative total of five (5) working days per year unless specific approval for extended time is obtained in advance:
    i. Unusual conditions (acts of God and/or natural disasters) over which the employee has no control and which require his/her presence.
    ii. Recognized religious holidays or observances for beliefs not observed by the Christian religious calendar.
    iii. Other unanticipated absence if the reason for the absence is judged to be grave or important enough by the immediate supervisor and President.

Date approved: July 21, 2017

Review date: July 2018

Signature

Dave Vertin _____ President

_____ Board Chair