

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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PERSONAL BUSINESS LEAVE

Effective January 1, 2004

Policy No. 3-12

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- (A) The college recognizes that employees must occasionally be absent from work in order to take care of personal business.
- (B) Personal business leave is defined as an absence of any employee to transact personal business or for a religious observance that cannot be accomplished at times other than normal working hours. Personal business leave should be requested and approved in advance through the employee's immediate supervisor. [An employee may elect to use personal business leave in order to be compensated during an approved leave period, such as Family and Medical Leave absence, after the employee's sick leave has been exhausted, if sick leave is appropriate (Policy No. 3-10), military leave (Policy No. 3-14), leave of absence (Policy No. 3-13).]
- (C) Four (4) days of personal business days shall be credited to each full-time employee in a calendar year. This allocation shall be prorated for full-time employees whose schedule is at least 50 percent but is less than 100 percent. The college will buy back up to two (2) days of unused personal business leave at the employee's regular rate of pay. There shall be no carry-over of unused personal business leave from one year to another.
- (D) The President will establish procedures for administering this policy.