

Title : Authorization for Leaves of Absence

Number :

4310.01

Approved :

07/01/03

Reference :

The College President has established the following process for authorization of leaves for full-time College personnel.

Faculty

Must be approved by the appropriate supervisor and the Academic Officer as designated by the College President.

Professional Support Staff

Must be approved by the appropriate supervisor and the Executive Vice President as designated by the College President.

Executive/Administrative/Management Support Staff

Must be approved by the supervising Administrator and the College President.

