

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.25

Title All Personnel

Leave of Absence

A leave of absence without pay may be granted for any reason approved by each of the following: the employee's immediate supervisor or department head; the appropriate Division Chair or Vice President; the President; and/or the Board of Directors. Such leave may be granted for a maximum of one year.

When a negotiated master contract exists, the terms shall be as specified in that agreement for those covered employees.

Date of adoption 8/20/76

Legal Reference: (Code of Iowa)

Date of last revision 4/9/90

20; 260C; 279.12; 509; 509A; 509B

Date of current revision 12/11/95

Related Administrative Procedures and Cross References \_\_\_\_\_

# **B O A R D P O L I C Y**

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