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		

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