

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.50

Title All Personnel

Veterans Day Leave

A leave of absence for Veterans Day on November 11 will be granted to employees in accordance with Iowa Code Section 91A.5A. Each employee who is a veteran as defined in Iowa Code Section 35.1 will be provided with paid or unpaid time off on Veterans Day.

If the College determines that it is unable to provide time off for Veterans Day for all employees who request time off, the College shall deny time off to the minimum number of employees needed by the employer to protect public health and safety or to maintain minimum operational capacity, as applicable.

Date of adoption 10/11/10

Legal Reference: \_\_\_\_\_

Date of last revision \_\_\_\_\_

Sections 91A.5A, 91A.12 and 35.1

Date of current revision 10/11/10

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

\_\_\_\_\_

\_\_\_\_\_