

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 401.16

Title Administrative Personnel

Emergency Leave

Emergency leaves up to five days in length with pay may be authorized by the President. Each request will be considered on its own merits.

A completed Request and Authorization for Leave form is required.

Date of adoption 8/20/76

Legal Reference: (Code of Iowa)

Date of last revision 4/9/90

Date of current revision 12/11/95

Related Administrative Procedures and Cross References _____

