

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 402.10

Title Support Staff

Personal Leave

All full-time and part-time employees shall earn three days of personal leave each fiscal year.

A "day" is based upon an employee's normal scheduled hours of work whether full-time or part-time.

These days may be used as follows:

1. The three personal leave days shall be designated for use between the Winter Break holidays and the New Year holidays for those employees whose regular assignment would otherwise include those as work days.
  - a. Employees hired between July 1 and October 31 of a fiscal year, or earlier, shall be entitled to all three days in that fiscal year. Employees hired on or after November 1 shall be entitled to two days. Employees not having credit for the full days will be required to use vacation or unpaid days to cover the balance necessary between the Winter and New Year holidays.

Date of adoption 11/17/86

Legal Reference: (Code of Iowa)

Date of last revision 7/1/98

Date of current revision 10/11/04

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

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