

POLICY

Employees who are on approved vacation, sick or personal leave during an emergency college closing shall have that leave time restored.

In instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant agreement shall take precedence.

PERSONNEL

ALL EMPLOYEES

Reinstatement of Leave #3320

PROCEDURE

Employees who are on approved vacation, sick or personal leave during an emergency college closing shall submit a request to the Office of Human Resources to restore the leave time.

ADOPTED: March 24, 1992

Revised: April 25, 2000