



**CLOVER PARK TECHNICAL COLLEGE
POLICY**

CHAPTER 2	SECTION 29	TITLE Leave Without Pay	HISTORY	
			Adopted 2019	Reviewed
			Revised	Next review 2022

POLICY

Except as allowed by law or negotiated agreements, employees are required to use and exhaust paid leave such as vacation leave, personal leave, compensatory time, or sick leave when requesting time away from work. Except as allowed by law or negotiated agreements, leave without pay will only be granted at the discretion and convenience of Clover Park Technical College. Each request for leave without pay will be considered on its own merits and in light of the impact of the leave on the operation of the College.

APPROVAL: By: <u></u> Dr. Joyce Loveday	Date: <u>11-25-19</u>
Board Chair Review: <u></u>	Date: <u>1/8/2020</u>