

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY	
			2	29P
			Revised	Next review 2022

PROCEDURE

Leave without pay must be requested and approved by the Vice President for the appropriate department prior to usage. The employee must provide notice "as soon as practical."

"As soon as practical" generally means written notice within at least two business days of learning of the need for leave. Employees must report leave without pay on the Time & Leave Reporting (TLR) System.

APPROVAL: By: <u>Tawny M. Dotson</u> Date: <u>11/19/19</u> Dr. Tawny M. Dotson
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