



SUBJECT: 400 Human Resources

Policy: 406.3 Personal Leave

Effective:

Revised:

Reviewed:

Reference: Vocational –Technical Educators of Montana (VTEM) Collective Bargaining Agreement

Full-time Faculty covered by the Collective Bargaining Agreement for Vocational-Technical Educators are granted up to three (3) days per year of personal leave without loss of pay. Part-time faculty members covered by the Collective Bargaining Agreement are entitled to pro rata personal leave based on the number and portion of days worked. Personal Leave is not cumulative and follows the College's fiscal year, which is July 1 through June 30. Faculty members who have personal leave time remaining at the end of the fiscal year may convert unused personal leave to replace sick leave days used during the year.

Faculty members requesting personal leave should utilize a Leave Request Form. The Leave Request is first directed to the appropriate Division Director for signature. The Division Director will forward it to the Associate Dean for signature.

Whenever possible, approval of a leave request will be acted upon within five (5) days. Personal leave days may be taken consecutively, subject to approval. In the case of emergencies, requests and approval can take place after the fact.

Faculty members are asked to follow these guidelines when requesting personal leave:

1. Whenever possible, avoid asking for leave during the first or last week of a semester. It is recognized that there may be circumstances that require exception to this guideline and these will be addressed on an individual basis;
2. Whenever possible, requests should be placed at least five days in advance of the leave date; and
3. Submit a suggested lesson plan for covering missed classes.