

Policy 5.12

Leave Policy

Absences from work during scheduled working hours shall be charged to the appropriate leave account. Unauthorized absences may lead to disciplinary action up to and including dismissal from employment.

The college reserves the following rights:

- To authorize, or to refuse to authorize, the advance request of an employee for permission to be absent.
- To investigate absences.
- To determine whether or not an absence is unavoidable or justifiable.
- To deny absence pay allowance for absence in violation of this policy.

References

Legal References: 1C SBCCC 200.94

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- [Time Sheet Procedure](#)
- [Leave Policy](#)
- [Absence Report Procedure](#)
- [Annual Leave Procedure](#)
- [Bonus Leave Policy](#)
- [Civil Leave Policy](#)
- [Community Service Child Involvement Leave Policy](#)
- [Compensatory Leave Policy](#)
- [Educational Leave with Pay Policy](#)
- [Family Medical Leave Policy](#)
- [Leave Without Pay Policy](#)
- [Maternity Leave Policy](#)
- [Military Leave Policy](#)
- [Personal Leave Policy](#)
- [Sick Leave Policy](#)
- [Voluntary Shared Leave Program Policy](#)
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Policy

History

Senior Staff Review/Approval Dates: 11/6/13

Board of Trustees Review/Approval Dates: 11/6/13

Implementation Dates: *Enter date(s) here*

