

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 435.4		
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	Last Revision Date:	02-06-92	
Effective Date:			
Section:	Personnel	Subject:	Professional Leave With Pay

PURPOSE

Professional Leave with Pay is granted to an employee if the leave is taken to benefit the College or at the request of the College.

PROCEDURE

1. Application
A “Request for Leave” form and a written rationale, outlining the reasons for the leave and the benefit to the College, must be submitted to the division chairman or supervisor at least 30 days in advance of the requested leave time.
2. Approval
 - 2.1 If the leave is approved by the supervisor, the form and rationale will be submitted to the appropriate Vice President for approval.
 - 2.2 Upon the Vice President’s approval, the Vice President will submit to the President the form and rationale with a recommendation.
 - 2.3 For professional leave with pay of less than 30 days, the President’s approval is final.
 - 2.4 For professional leave with pay of more than 30 days, the President’s recommendation is submitted to the District Governing Board for final approval.
3. Benefits
All benefits will accrue to the employee during the leave.