

## GCCC Policy Add Template

**Category:** Personnel

**Division:** HUMAN RESOURCES

**Department:** Click here to enter text.

**Policy Title:** PERSONAL LEAVE

**Policy Statement:** Personal leave, not to exceed five (5) days per year, is available for individuals receiving sick leave but not eligible for vacation leave. Except in cases of extreme emergency, request for such leave shall be made in writing five (5) days prior to the requested dates(s) of absence. Personal leave days must be taken in one-half or full day increments.

Approved personal leave will be deducted from sick leave. Personal leave days do not accumulate.

**Procedures:** Click here to enter text.

**Contacts:** Payroll Coordinator

**Approved Date:** 8/1/2013

**Policy History:** [v1: 9/17/2013](#) [v2: 10/28/2013](#)

**Keywords:** Leave, Personal Leave

**Related Form:** Click here to enter text.