



Office of Human Resources

Policy Memorandum #1

Date: January 30, 2009

Faculty Sick Leave and Personal Days

Unclassified nine-month faculty accrue sick leave only. Faculty members are allowed, under RS 17:3312 (B), to use 2 days per academic year of their accrued faculty sick leave days as personal leave days. As much as possible, Nunez Community College requests that this leave be approved by the dean in advance and its use should not create a disruption in the delivery of instruction to students in the faculty member's classes. Personal days do not roll over from year to year, but are limited to 2 days per academic year and are charged against the faculty member's accrued faculty sick leave.

The faculty member using sick leave as a personal leave day should complete a leave slip and have it signed by the dean of the department. The signed leave slip should be attached to the timesheet and the timesheet should clearly indicate **Personal Leave** in the comment column of the timesheet.

Clarification of policy in Employee Handbook