


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 435.2</b>	
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		<b>Last Revision Date:</b>	02-06-92
<b>Effective Date:</b>			
<b>Section:</b>	Personnel	<b>Subject:</b>	Personal Leave

## PURPOSE

Personal leave allows full-time employees two days absence each fiscal year for personal purposes that are not covered by other leaves.

## PROCEDURE

1. Notification and Request Procedure
  - 1.1 A "Request for Leave" form will be submitted to the appropriate supervisor.
  - 1.2 Oral permission may be given in emergencies.
2. Charging Personal Leave

Personal leave is charged to sick leave; however, it is noncumulative and does not carry over from year to year.