

### **D.5.3 (Policy) Holidays, Leaves and Absences**

Responsible Department: Human Resources

Board Adoption: 4-28-09

Last Board Action: 4-28-09

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The College District provides a comprehensive and systematic program of leave for all benefits-eligible College District employees. The program includes both compensated and uncompensated leave. The immediate supervisor or designee must approve all leave requests.

The Human Resources department shall develop, administer and monitor leave policies and procedures. Hiring authorities and all supervisors are responsible for the consistent and fair application of these policies and procedures.