

- g. Upon termination of employment, support staff members will be paid for any unused, accumulated vacation in their last paycheck. A support staff member's official employment termination date is the last day worked, and cannot be extended by the use of vacation or other paid time.

2. **Personal Absence Time**

- A. Personal Absence Time includes *sick time* for personal illness or injury, medical and dental appointments, *family care absence time*

1. A support staff member who is unable to report to work as scheduled is expected to

Requests for consideration of unpaid time should be made to the support staff member's supervisor with final approval from Human Resources. The College grants unpaid time on a case-by-case basis and all such decisions are at the sole discretion of the College.

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