

1	NMC Parameters	1438.00
	Staff Policy	

1438.00 FAMILY SICKNESS/EMERGENCY LEAVE PROCEDURES

The use of family sickness/emergency leave will be approved by the supervisor and reported to Human Resources using the appropriate form, or in the case of support staff, on the time sheet.

AUTHORIZATION OF ADMINISTRATIVE PROCEDURE

Signature: _____
Bill Hendry, Director of Human Resources

Date authorized: _____ Effective Date: _____

Adopted by the Northwestern Michigan College Board of Trustees November 22, 1993