

1	<u>NMC Parameters</u>	1440.00
	Staff Policy	

1440.00 PERSONAL BUSINESS LEAVE

Support staff may use up to two sick days per year to take care of personal business which cannot be handled outside of normal working hours. Personal business days shall not be used to extend a vacation or holiday.

AUTHORIZATION OF ADMINISTRATIVE POLICY

President's authorization: _____

Date authorized: _____ Effective Date: _____