

*Policy No.: 5041
Board Approved: July 1993
Revised: September 21, 2004*

Employee Leave

It is the policy of Hagerstown Community College to grant approved paid leave to all regular employees to include: (1) annual leave, (2) sick leave, (3) holiday leave, (4) bereavement leave, ~~(5) personal leave~~, (6) jury/court duty leave, (7) sabbatical leave. In other circumstances, leave without pay or a mutual consent leave may be approved when paid leave is not applicable.