

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4300 Leave	
Title: PP 4320 Authorized Types of Leave	Page 1 of 2
Associated Regulation: PR 4320 Authorized Types of Leave	
Associated Policies: PP 4310 Absences from the College; GAP 1107 Disruption in Normal College Operations	
Supersedes: 6.1 – 6.2.2.10	
Responsible Administrator: Director of Human Resources	
Initial Approval: 03-24-2010	Last Revision: 09-21-2016

Personnel Leave

Three Rivers College is committed to protecting all regular full-time employees against loss of earnings due to illness, injury, or incapacity to work including leave due to pregnancy, and to providing time off to employees in the event of illness or death of certain family members. The Board of Trustees authorizes the following types of leave for College employees:

1. Sick Leave
2. Vacation Leave
3. Family Medical Leave
4. Leave of Absence
5. Holiday Leave
6. Civil Leave
7. Military Leave

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DOCUMENT HISTORY:

03-24-2010: Initial approval of policy PP 4320 Authorized Types of Leave.

09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.