

**RESOLUTION F04-19**  
**POLICY 4.52REV, LEAVES OF ABSENCE, PAID AND UNPAID**

WHEREAS, on August 24, 2018 as part of an overall consolidation and update effort of the Department of Public Safety policies, the Board approved Policy 4.82Rev., Department of Public Safety Leaves of Absences; and

WHEREAS, with the adoption of Policy 4.82Rev., provisions concerning leaves of absences for the Department of Public Safety that were initially incorporated in Policy 4.52Rev., Leaves of Absences (Paid and Unpaid), are no longer necessary and are deleted; and

WHEREAS, to respond to current administrative matters, additional revisions to Policy 4.52Rev. are as follows:

- Modification of Section 4.0 by replacing personal leave days with pro-rated vacation for full time employees working less than 12 months; and
- Addition of Section 4.13 permitting the University flexibility to temporarily adjust current vacation accruals in the event of a University closure for continuous pay purposes.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves Policy 4.52Rev., Leaves of Absences, Paid and Unpaid.

(February 8, 2019)