

## 1.0 Procedure

- 1.1 The employee will discuss with the supervisor the need to use time off for the care of personal business matters prior to being absent. Approval of the administrative officer for use of personal business time is required.

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LRCCD

Adm. Regulation Adopted: 6/73  
Adm. Regulation Revised: 10/29/75; 10/20/82  
Adm. Regulation Reviewed:  
Board Policy: None