

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Faculty Release Days**

**DATE: March 1, 1993**

**REVISION(S): 12/19/94**

**NUMBER: 2.56**

All full-time faculty members may be granted three (3) days per school year for conducting personal business. Requests for such leave must be approved in advance by the Provost. These days are non-cumulative.

AUTHENTICATION (Signature):

COPP

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President

12/19/94  
(Date)

**2.56**