

## **D.12.01 (Policy) Personnel Action Planning and Approval**

Responsible Department: Talent, Organization & Strategic Innovation

Board Adoption: 10-25-11

Last Board Action: 10-25-11

Reviewed: 9-27-22

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ALAMO  
COLLEGES  
DISTRICT

Personnel actions will be planned and submitted to the Talent, Organization & Strategic Innovation Department at least two weeks prior to the planned effective date.

Personnel actions will only be submitted retroactively when pre-planning is impossible, such as employee resignation without notice or leave of absence for a medical emergency. When pre-planning is not possible, personnel actions will be submitted to the Talent, Organization & Strategic Innovation Department on the next business day.