

Memo

Date: May 4, 2026

To: ALLFT Faculty
ALLPT Faculty

From: The Office of Human Resources

cc: ALLADMIN

Subject: College Business Day Process

This memo serves as a reminder regarding a college business day (CBD) process. The College's purpose of Standard Operating Procedures (SOP) is to ensure consistency, compliance, and proper authorization of, in this case, of college business day requests.

Any NCCFT or AFA member making a request for the use of a college business day must submit their request utilizing the following procedures/forms:

- The faculty member submits a completed **College Business Day (CBD) Application Form** (attached) and a completed Travel Authorization Request Form.
- The Chair/Supervisor must review the request to confirm the following: availability of resources, operational needs and faculty eligibility.
- If approved, the request should be forwarded to the Dean/Supervisor, who should then consult with the area Vice President for Final review.
- The area AVP/VP approves or declines the request and the final decision is communicated to all signatories, including HR@ncc.edu and timeandleave@ncc.edu
- If approved, the faculty member must attach the approved CBD Application Form to the applicable timecard/timesheet as supporting documentation.

All college business day requests must be submitted to the interested Dean or supervising administrator 15 working days (3 weeks) in advance of the CBD requested.

Thank you for your cooperation.