

PERSONAL LEAVE POLICY

Administrative and classified staff are eligible for personal leave on an annual basis as described below. Personal leave may be used for unusual personal or family obligations, mandatory court appearances other than jury duty (criminal or civil cases, traffic court, divorce proceedings, custody proceedings, or appearing as directed as parent or guardian of juveniles), legal or business matters, family emergencies of a nature that require an employee's immediate attention; medical, psychological, dental or optical examination of the employee or the employee's immediate family; weddings of members of the immediate family, religious holidays which fall on a normally scheduled workday for an employee, and any other matter of a personal nature. Personal leave may be used in conjunction with vacation, or for vacation purposes. It may not be used to cover unexcused absences, or to make up time.

Because of the more flexible nature of faculty schedules, faculty leave policies do not cover personal leave explicitly; rather, faculty are usually able to arrange their schedules in order to meet the types of needs that this policy is intended for without any reporting obligation.

Full-time and part-time classified and administrative staff are eligible for up to twenty-four hours of personal leave per calendar year based on the amount of accumulated sick leave. A staff member must have at least 80 hours of sick leave accumulated to be eligible for any personal leave.

The chart below establishes the time available:

Accrued Sick Leave Hours	Eligible Personal Leave Hours
0.00-80.0	0
80.01-300.0	8
300.01-600.0	12
600.01-900.0	16
900.01-1200.0	20
1200.01 or more	24

Employees' available personal leave hours will be calculated annually using computerized sick leave records to determine accrued balances. Personal leave hours will be determined on sick leave balances as of the first payday of the calendar year. Personal leave may be used in minimum units of one (1) hour for time when the person would have been scheduled to work.

Personal leave is to be reported on the established staff time reporting forms.

Failure to use all personal leave balances during the calendar year in which it is received, will result in forfeiture of the unused personal leave. At the time of separation from the university, employees are not eligible for payment of unused personal leave balances.

Personal leave may not be used to extend an employee's active pay status, for the purpose of accruing overtime or compensatory time, employee's date of resignation, or date of retirement.

The university Payroll department will maintain records of accruals, usage, and balances for those eligible for personal leave

Additional information on the Personal Leave Policy may be found in the Administrative Staff Handbook and the Classified Staff Handbook. ***This policy does not apply to faculty.***

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