

3341-5-20 Personal Leave Policy.

Applicability	Administrative and Classified Staff
Responsible Office	Office of Human Resources
Responsible Administrator	Chief Human Resources Officer

(A) Policy Statement and Purpose

To set out the policy governing the use of personal leave by non-represented employees.

(B) Policy

- (1) Administrative and classified staffs 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 a 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 examinations 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.
- (2) Personal leave may be used in conjunction with vacation or vacation purposes. It may not be used to cover unexcused absences, or to make up time.
- (3) Full-time classified and administrative staff are eligible for up to twenty-eight hours of personal leave per calendar year. Part-time staff are eligible for up to fourteen hours of personal leave per calendar year. Personal leave hours will be based on service time to BGSU.

- (4) New Hires: Personal leave will be provided to all new Classified and Administrative employees upon initial hire:

	Full Time Employees	Part-time employees
Hired on or between January 1 st to June 30 th	16 hours	8 hours
Hired on or between July 1 st to December 31 st	8 hours	4 hours

- (5) For all continuing fulltime and part-time administrative and classified employees; As of January 1st and each year after initial year of hire, the following accruals will apply:

Full-time staff

0 hours of service through 6239 (2.99 years)	16 hours per year
6240 hours (3yrs) through 10,399 hours (4.99 years)	20 hours per year
10,400 hours (5 years) through 20,799 hours (10 years)	24 hours per year
20,800 hours (10 years) and there after	28 hours per year

Part-time staff

0 hours of service through 6239 (2.99 years)	8 hours per year
6240 hours (3yrs) through 10,399 hours (4.99 years)	10 hours per year
10,400 hours (5 years) through 20,799 hours (10 years)	12 hours per year
20,800 hours (10 years) and there after	14 hours per year

- (6) Request for use of personal leave balances must be made in advance giving notice to the immediate supervisor, unless the leave is for use in an emergency situation. The immediate supervisor/department/area head as appropriate will establish reasonable notice. Personal leave will be reported using the Time & Labor System.

- (7) 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.
- (8) 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.
- (9) The University Payroll Department will maintain records of accruals, usage, and balances for those eligible for personal leave.
- (10) Additional information on the Personal Leave Policy may be found in the Administrative Staff and Classified Staff Handbooks.

Registered Date: March 17, 2015