



Policy # HR.302
Personal Time
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
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Scope: Non-Faculty Employees
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Last Reviewed: 07/01/2022

PERSONAL TIME

Personal time is designed to allow employees to attend to personal needs such as the celebration of a religious holiday or service. Full-time employees are entitled to three personal days each fiscal year. Part-time employees are entitled to paid personal time on a pro-rated basis. Personal days may not be carried over into the new fiscal year, and days that are not used by the end of the fiscal year will be forfeited. Unused personal days are not paid out upon termination of employment.