

Policy Type: Support Staff

Policy Title: Personal Days

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy is to define the scheduled use of personal days.

Policy Statement:

An employee is permitted to take up to two (2) paid personal days annually from their accumulated sick leave. Personal days may be used for personal business that cannot be taken care of outside regular business hours. At the discretion of their supervisor, an employee may also be granted time off for personal reasons without pay. Note that personal days may not be used to extend scheduled vacations and holidays. There shall be no carryover of personal days from year-to-year.

Unless there is an emergency situation, the employee must give their immediate supervisor a request of intent to use a personal day twenty-four (24) hours in advance.