

Leave Benefits – Personal

Policy Number: 160

After completion of the required probationary period, each full-time employee shall be allowed 16 hours of personal leave annually. Personal Days leave is defined as leave, which may be taken for any personal purpose desired. These days shall be allowed in addition to vacation leave and are to be granted on an annual calendar year basis with no accumulation. Unused personal leave days shall be forfeited. Whenever possible, personal leave shall be arranged with the Department Head at least one week prior to the day(s) requested. Department Head shall have the discretion to deny personal leave at a given time based upon the needs of the Department.