

# PERSONAL DAYS

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR OF HUMAN RESOURCES

**RESPONSIBLE OFFICE:** OFFICE OF HUMAN RESOURCES

## I. POLICY STATEMENT

The University recognizes that employees have emergencies that preclude scheduling vacation in advance within departments.

### **Totals Hours Allowed:**

An employee is allowed to use 16 hours of his/her existing vacation to accommodate emergencies including but not limited to, weather, automobile problems, personal, etc. in each calendar year. Employees must call in on the same day to request this time or leave early to use this time with the approval of the supervisor.

### **Time Increments:**

This time must be taken in one-hour (60 minute) increments for biweekly staff; four-hour increments or more for exempt staff. Departments are responsible for the record keeping.

### **Call-in Procedure:**

Normal call-in procedures within a department must be maintained. This also does not override a supervisor's denial of time off or mandated overtime assigned by the department. Abuses to this policy will be addressed through the disciplinary process.

### **Vacation Issues:**

Other vacation issues are addressed in Section F 3.

## II. ENTITIES AFFECTED

Faculty and Staff

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	