

3357:13-16-72: Personal Leave of Absence Policy

At times, situations not directly relating to an employee's physical health arise which require absence from the College. A leave for such reasons may be granted by the employee's immediate supervisor according to the following procedures:

- (A) Full-time employees who have been employed for at least 90 days may utilize up to 16 hours of personal leave in any fiscal year for matters of a personal nature. No compensation for unused days will be provided upon termination of employment, nor will days accumulate.
- (B) Personal days will be prorated based upon hire date as follows:
 - (a) Hired between 7/1/XX and 11/30/XX 16 hours
 - (b) Hired between 12/1/XX and 3/31/XX 8 hours
 - (c) Hired between 4/1/XX and 6/30/XX 0 hours
- (C) An employee's request for personal leave must be accomplished through a Request for Leave form provided by the Human Resources Office. It must be submitted to the employee's supervisor at least three (3) working days prior to the day absence is requested, except in the event of an emergency.
- (D) The granting of the leave shall be contingent upon arrangements being made to cover or reschedule any affected areas of responsibility.
- (E) The employee's supervisor can refuse to grant personal leave if the absence will create a hardship in the operation of the department. Such a refusal can be appealed to the appropriate vice president.
- (F) The Human Resource Office shall maintain a record of the balance of personal leave available to each employee.
- (G) In the event that emergencies arise and the employee has used his/her allotment of personal days, unpaid emergency leave may be granted at the discretion of the immediate supervisor, in consultation with the Director of Human Resources, with approval of the appropriate vice president.

Effective: 1/21/2003

Next Review: August 1, 2024

Review Dates: 9/19/85, 3/26/97, 1/21/03, 8/24/19