



POLICY ON PERSONAL DAYS

Dated: April 30, 2015

Supersedes: HR.306 Personal Days dated June 6, 2001

I. PURPOSE

To establish guidelines providing employees with paid time off for personal days.

II. POLICY

The College will provide four (4) paid personal days each year for use by the employee.

III. SCOPE

This policy applies to all College regular full-time and regular part-time faculty and staff employed on its Valhalla Campus.

CBU employees are governed by the provisions of the Collective Bargaining Unit Agreement.

IV. DEFINITIONS

A. *Personal Day* - A day designated for use by the employee for activities of a personal nature.

B. *CBU* - Union represented employee (Collective Bargaining Unit).

V. PROCEDURE

A. One (1) personal day will be earned at the end of each full calendar quarter worked.

B. The four (4) calendar quarters are:

1 st quarter	January, February, March
2 nd quarter	April, May, June
3 rd quarter	July, August, September
4 th quarter	October, November, December

C. Employees hired after the first (1st) working day of any quarter will begin to accrue time for personal days on the first (1st) day of the next calendar quarter. For example: an employee hired on February 12 will begin to accrue time for personal days at the start of the second calendar quarter or April 1st. The second

(2nd) calendar quarter must be completed before one (1) personal day has been earned.

- D. One (1) personal day may be carried over from one (1) calendar year to another.
- E. Unused personal days shall be paid at the time of termination.
- F. Reasonable advance notice to Supervisors is required when requesting personal time off and requires Supervisory approval.
- G. Employee Groups/Benefits
 - 1. Regular full-time and regular part-time faculty and staff on unpaid leaves of absence do not accrue personal days.
 - 2. Regular full-time faculty and staff are eligible to receive their regular rate of pay for each personal day.
 - 3. Regular part-time employees are eligible for pro-rated pay for each personal day based on scheduled hours; i.e. if an employee works seventeen and one-half (17.5) hours per week (50% of normal work week) he/she is entitled to payment for three and one-half (3.5) hours (50% of normal work day) for each personal day taken.

VI. EFFECTIVE DATE

This policy is effective as of the date signed below.


VII. POLICY RESPONSIBILITY

- A. Employee - scheduling their personal days in advance with prior Supervisory approval.
- B. Supervisors/ Administrators - comply with the provisions of this policy.
- C. Human Resources Department - provide advice and guidance with respect to the interpretation and administration of this policy. Provide administrators with monthly leave reports to track leave balances.

VIII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations
Responsible Executive: Director of Human Resources
Responsible Offices: Human Resources Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer



Date