



## OPERATIONAL POLICY: 2.14

Operational Policy Owner: Chief Human Resources Officer

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### Personal Days

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#### OPERATIONAL POLICY STATEMENT

Regular full-time employees may request that three (3) paid personal days (equivalent to 24 hours) per fiscal year be deducted from sick leave to attend to matters which cannot be scheduled outside of regular hours. Personal days may not be used to extend an employee's vacation or a College holiday.

Personal days may only be taken if the employee has sufficient accrued sick leave. Days used in excess of the employee's leave balance will result in a reduction of the employee's pay. Days used in excess of the annual maximum will be charged to the employee's vacation accrual, if applicable.

A request for personal time is subject to approval by the supervisor and should be made at least one day in advance.

Personal days not used within that fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) will remain as accrued sick leave.

It is the employee's responsibility to accurately report the days he/she did not work for which personal days are requested.

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#### OPERATIONAL POLICY HISTORY

Formerly Policy 2.3.8, Adopted 1/25/2000

Revised 1/4/2010

Revised 8/15/2011

Renumbered to Policy 2.14 in 10/2014

Revised 5/04/2018

Revised to "Operational" Policy 3/5/2021

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