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Effective Date: **June 1, 2015**

**POLICY**

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**EMPLOYMENT**

# **Employee Handbook – Section 303 Personal Days**

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RESPONSIBLE OFFICE

**Human Resources**

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## **303 Personal Days**

### **303.1 Definition**

Personal Days provide employees with authorized paid absences from work for the purpose of attending to personal business and emergency situations.

### **303.2 Eligibility**

All regular, full-time, non-exempt employees and regular, part-time, nonexempt employees scheduled to work at least 50 percent of the regularly scheduled workweek are eligible for Personal Day absences after completing three (3) months of continuous service.

Exempt employees are not eligible for Personal Days.

### **303.3 Number of Personal Days**

Eligible employees are granted two Personal Days on January 1 of each calendar year. Personal Days do not carry forward or accumulate from one calendar year to the next. Eligible employees may also convert up to two (2) days of accrued Sick Leave to Personal Days each calendar year.

### **303.4 Compensation**

Employees maintain their regular pay and benefits while absent from work on approved Personal Day absences.

### **303.5 Length of Leave**

One-half (1/2) day is the minimum amount of time off that can be taken and charged to Personal Day absences.

### **303.6 Requests and Approval**

Employees must submit a written request for Personal Day absences to their immediate supervisor at least 24 hours in advance of the desired time off. Supervisors are responsible for obtaining departmental decisions and communicating them in writing to the employees. All approvals must clearly define the duration of the absence and the date and time the employee is expected to return to work. Department Heads are authorized to approve requests for Personal Day absences.

### **303.7 Other Provisions**

Unused Personal Days shall not be paid to an employee terminating, either voluntarily or involuntarily, from the University.

### **303.8 Related Policies**

302 [Sick Leave](#)

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THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

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END OF POLICY TEXT

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## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
  - [302 Sick Leave](#)
- [Faculty Handbook](#) (faculty)

### Related BU Websites

- [Human Resources](#)
  - [HR Policies](#)
  - [Manager Resources](#) - HR Website
    - [Leaves of Absence](#)

Categories: Employment, Non-Represented Staff Keywords: accumulate, Employee Handbook