



**POLICY**

Title:	Personal Time
Effective Date:	12/12/2017
Approved By:	President’s Council
Responsible Party:	Vice-President for Human Resources
History:	2010
Related Documents: Eligibility for University Provided Benefits Policy;	

**I. PURPOSE**

To provide Benefit Eligible Administrative and Professional Employees hired prior to December 1, 2017 paid time away from work for personal reasons.

Note. This policy does not apply to Collective Bargaining Unit Positions or Faculty.

**II. DEFINITIONS**

Each “Personal Day” is equal to the Employees normal work day.

“Year” means each annual period of an Employee’s tenure commencing on their hire date.

**III. POLICY**

Benefit Eligible regular full-time Administrative & Professional Employees hired prior to March 1, 2018 are entitled to 3 Personal Days each anniversary year (based on date of hire). Benefit Eligible regular part-time Administrative & Professional Employees hired prior to March 1, 2018 are entitled to a pro-rata portion (based on their full-time equivalent (FTE) percentage) of such Personal Days.

**IV. PROCEDURE**

**A. General**

1. Personal Day Increments.
  - a. Exempt Employees use Personal Days in half or full day increments. Absences of less than a half a work day (3.5 hours) will not be counted as a Personal Day.
  - b. Non-Exempt Employees use Personal Days in hourly increments.

2. Personal Day Payment. Pay for Personal Days shall be at the employee's regular base rate of pay (excluding bonuses and other variable compensation). Personal Days are not considered "hours worked" when calculating overtime for Non-Exempt Employees.

**B. Eligibility**

Employees may use Personal Days after successful completion of the Introductory Period.

**C. No Carry Over**

Unused Personal Days will not carry over from one Year to the next.

**D. Separation from Service**

Employees are not paid for unused Personal time upon resignation/termination of employment.