



PERSONAL LEAVE

The College grants a limited amount of personal leave to allow employees to take care of personal business.

Full-time and part-time employees are granted two days of personal leave annually.

A “day” of personal leave for part-time employees is calculated according to the employee’s normal working hours per day.

Personal leave may be taken by non-exempt employees in ½ day increments. Exempt employees may take personal leave in full-day increments only.

Personal leave is granted to employees on July 1 of each year. Employees hired during the year will receive their personal leave on July 1.

Employees may not accumulate personal leave, from year-to-year. Unused personal leave is not paid to the employee upon termination.