

# Personal Days

## Policy Statement

Regular full- and part-time employees who have successfully completed the introductory period of employment are entitled to two personal days each fiscal year, July 1 to June 30.

Personal days may be used at the employee's discretion with the approval of the immediate supervisor. They are taken for any personal reason, including the observance of religious holidays other than those observed by the University.

Personal days may not be carried over into the next fiscal year.

## Procedures

The employee notifies the immediate supervisor in advance that a personal day is to be taken. If this is not possible, the supervisor is to be notified within thirty minutes after the scheduled starting time on the day the privilege is taken.

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## Related Policies

Introductory Period of Employment  
Holidays

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## History of Personal Days policy

07/01/91 - Reaffirmed with publication of *Personnel Manual 5.5*  
07/01/93 - Reaffirmed with publication of *Personnel Manual 5.5*  
07/01/95 - Reaffirmed with publication of *Personnel Manual 5.5*  
07/01/98 - Reaffirmed with publication of *Personnel Manual 5.5*