

UMCES Policy VII-7.10

UMCES Policies

VII-7.10-UMCES Policy on Personal Leave for Regular Exempt Employees

I. Purpose and Applicability

This policy governs the amount and use of personal leave, and applies to all regular Exempt employees of UMCES.

II. Receipt

All full-time Exempt employees shall receive three days (not to exceed 24 hours) of personal leave in each calendar year. Part-time employees working 50% or more shall receive personal leave on a pro-rated basis.

III. Usage

A. Personal leave must be used by the end of the first pay period which ends in the new calendar year. Any personal leave that is unused as of that time shall be forfeited by the employee and shall be contributed to the USM Leave Reserve Fund, in accordance with the Leave Reserve Fund Policy. No employee shall be paid for unused personal Leave.

B. The use of personal leave shall require prior notification to the employee's supervisor.

Approval Date: 12/18/06