



CENTER ADMINISTRATION

Post Office Box 775
Cambridge, MD 21613-0075
(410) 228-9250
Fax: (410) 228-3843
<http://www.umces.edu>

Nonexempt 4th Personal Day Notification Form

ARTICLE 8-Personal Leave

Section 8.1-Accrual

All full-time employees shall receive four (4) days (not to exceed 32 hours) of personal leave in each calendar year. Part-time employees working 50% or more shall receive personal leave on a pro-rated basis. An employee hired during the calendar year will receive one day for each full three month block of time remaining in the year.

Section 8.2-Usage

Personal leave must be used by the end of the first pay period that ends in the new calendar year. Any personal leave that is unused as of that time shall be forfeited. No employee shall be paid for unused personal leave.

Section 8.3-Approval

The use of personal leave shall require prior notification to the employee's supervisor; prior approval is not required.

Today's Date _____

Employee's Name _____

Date of Leave _____

Signature of Employee

Date

I hereby certify that I was notified the information above prior to the date of the day the employee is using the leave.

Signature of Supervisor

Printed Name of Supervisor

Date