

MEDICAL COLLEGE OF OHIO

Subject: PERSONAL DAYS

Policy No.: 05-033

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Personal Leave

Non-probationary full and part-time employees, based on their previous year's actual hours paid, may use on a pro-rated basis, up to twenty-four (24) hours of earned but unused sick leave for personal reasons other than illness or injury. Personal leave chargeable to sick leave may be used in any block of time, but cannot exceed the employee's current daily scheduled (e.g., a sixteen (16) hour employee working four (4) hours per day can only take up four (4) paid hours off per day. Employees will arrange time off for personal leave with their supervisor in advance of the requested absence and the Employer shall grant the time off, subject to the availability of minimum personnel in each department or unit to maintain regular operational needs. Any unused personal time may be cashed out in the last payroll check of each calendar year. The employee's request for cash out must be submitted by the first week of December of each calendar year.

Employees will arrange time off for personal leave with their supervisor at least forty-eight (48) hours in advance of the planned absence and the employer shall respond within twenty-four (24) hours. Personal leave chargeable to sick leave shall normally be used in one (1) hour blocks. Supervisors are authorized to approve an employee's personal time usage whenever it is deemed logical and reasonable to do so up to a maximum of twenty-four (24) hours. Requests for personal time will not be unreasonably denied. Temporary and salaried employees are ineligible for personal days.

Source: Vice President for Operations

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