


| | | | |
|--|-----------------------------------|---|---|
| Name of Policy: <u>Personal days for hourly employees</u> | |  <p>Review date: October 7, 2019</p> <p>Original effective date: June 22, 2011</p> | |
| Policy Number: 3364-25-52 | | | |
| Approving Officer: President | | | |
| Responsible Agent: Associate Vice President and Chief Human Resources Officer | | | |
| Scope: The University of Toledo – All Campuses | | | |
| | New policy proposal | | Minor/technical revision of existing policy |
| | Major revision of existing policy | X | Reaffirmation of existing policy |

(A) Policy statement

Non–probationary full and part-time hourly non-bargaining unit employees may be eligible to use personal time. The maximum amount of personal time is sixteen (16) hours and will be pro-rated based upon the number of actual hours paid to the employee in the previous year. Employees must have unused sick time available in order for it to be converted annually to personal time. Personal time listed on the employee’s earning statement may be used for personal reasons other than illness or injury. Temporary and salaried employees are ineligible for personal days.

(B) Purpose of policy

To provide procedures for use of unused sick leave for personal reasons.

(C) Scope

This policy applies to hourly non-bargaining unit employees on all campuses.

(D) Procedure

(1) Notification and Approval:

- (a) Employees will arrange time off for personal leave with the employee’s supervisor in advance of the requested absence and the employer shall grant the time off, subject to the availability of adequate personnel in each department or area to maintain regular operational needs.
- (b) Employees will arrange time off for personal leave with the employee’s supervisor at least forty-eight (48) hours in advance of the planned absence and the employer shall respond within twenty-four (24) hours.
- (c) Requests for personal time will not be unreasonably denied.

(d) 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 sixteen (16) hours.

(2) Use of Leave:

(a) Personal leave chargeable to sick leave may be used in any block of time, but cannot exceed the employee's current daily schedule e.g., a sixteen (16) hour employee working four (4) hours per day can only take up to four (4) paid hours off per day.

| | |
|---|--|
| <p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>October 7, 2019</u> Date</p> <p><i>Review/Revision Completed by: Associate VP and Chief HR Officer, SLT</i></p> | <p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>05-033 Personal Days; former Medical College of Ohio policy; last reviewed 7/1/2003;</i> • <i>Previous 3364-25-52, effective date November 22, 2016</i> <p>Initial effective date: June 22, 2011</p> <p>Review/Revision Date: November 22, 2016; March 11, 2019 (review), October 7, 2019</p> <p>Next review date: October 7, 2022</p> |
|---|--|