

# Personal Leave

Personal Leave is granted for each leave year as shown below and, if not taken, will be converted to sick leave at the end of the leave year.

Personal leave with pay shall be requested and approved prior to its occurrence. Personal leave may be denied if it is not timely requested or hampers the routine operations of the college.

Personal leave will not be paid on separation from employment

## Personnel Employed on Salary Schedule D Granted Annually

Up to five (5) regularly scheduled work days of personal leave with pay will be granted to each full-time Schedule D employee on the first day of each academic year.

## Full-time Personnel Salary Schedules A, B, C, E, and H Granted Annually

Up to two (2) regularly scheduled work days of personal leave with pay will be granted to each full-time employee on the above salary schedules during any leave year. Up to two days per year of personal leave is extended to all support personnel on Salary Schedule H as above, with a "day" defined as four (4) hours for persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary Schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35.

Employees who are not employed at the beginning of the leave year will accrue personal leave on a prorated basis based on their starting date.