

NUMBER: D-4

TITLE: PERSONAL LEAVE

POLICY: It is the policy of Southern Nazarene University to grant annual Personal Leave with pay to full time and part-time employees in accordance with the guidelines established by the Administrative Cabinet. Pay in lieu of time off will not be allowed.

PROCEDURE: Personal Leave will be given to employees for their use during the year. The time off with pay may be taken at any time. It may be used for personal reasons, illness, vacation, etc. Full time employees will be granted two days (16 hours). One Half Part Time employees will receive 8 hours. Three Quarter Time Employees will be awarded 12 hours.

PRACTICE:

- A. Employees who are on payroll on the first regular working day of the calendar year will be awarded Personal Leave, i.e. Full time will be given two days and part time will be given 8 or 12 hours as indicated above. Employees added to payroll between January 1 and June 30 will be given one half these amounts. Those added to the payroll after June 30 will not be eligible for Personal Leave until the following year.
- B. Personal Leave must be scheduled in advance with your supervisor.
- C. Personal Leave can be used for any reason, including vacation, illness, etc.
- D. Personal Leave is not cumulative. It can not be carried into the next calendar year. Pay may not be received in lieu of time off.
- E. Departments can specify the minimum number of hour increments that they would like personal time to be taken in.
- F. If you leave SNU before July 1st and have taken the full year's allocation of Personal Leave, one half of it will be deducted from your final paycheck.

Original 1/98
Revised 6/99
Revised 6/15