

**Reference :** HUMAN RESOURCES  
**Section :** WORK RULES  
**Title :** USE OF PERSONAL LEAVE  
**Policy Number :** 04-05-05  
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**Revision Date :**

### **I PURPOSE**

The purpose of this policy is to provide clarification for the use of personal leave time for all salaried non-represented employees.

### **II POLICY**

Personal leave time must be used in increments of not less than one hour. Requests for personal leave should be submitted for approval, at least 48 hours in advance. In emergency situations, an employee should notify his or her supervisor as soon as possible for the need of personal leave time. A leave request form must be completed to document all such time.

An employee who leaves the work place at 12:00 noon and has approved personal leave time for the remainder of that day, shall be charged three hours personal leave time.

When an employee's normal lunch hour is between 1:00 and 2:00 PM, an employee leaving at 1:00 PM shall be charged two hours personal leave.

Lunch hours should not be adjusted merely to accommodate personal leave time requests.