

# BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Personal Leave*

**EFFECTIVE DATE:** April 11, 1988; amended May 19, 2009

**BOARD POLICY REFERENCE:** DEC

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## **PURPOSE**

Personal leave exists to allow full-time employees to conduct necessary personal business which cannot be transacted before or after work hours or on the weekend.

## **GUIDELINES**

All full-time salaried employees may be credited up to 16 hours of personal leave with pay beginning with each fiscal year (September 1) for the purpose of conducting necessary personal business which cannot be transacted before or after work hours or on the weekend. Personal leave shall be pro-rated for employees who begin work after September 1 at a rate of 4 hours per fiscal year quarter.

Personal business may be defined as, but not limited to, legal or business proceedings, funerals of family and friends, and personal illness and pregnancy in the absence of accrued sick leave. Personal leave is not intended to increase vacation or holiday time and each employee is expected to exercise professional judgment in applying for this leave. It is granted at the discretion of the college and must be approved in advance by the employee's supervisor.

Unused personal leave may not be carried over from year-to-year (fiscal year, September 1 through August 31). No compensation or time-off is provided for unused personal leave.

All employees shall report personal leave on a **Combination Leave Request and Absence Report** form that is submitted to the Human Resources Department.

Personal leave is granted in no less than one-hour increments.