

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Discretionary Time*

EFFECTIVE DATE: December 1, 2011

BOARD POLICY REFERENCE: DEC

PURPOSE

In order to promote the highest levels of customer satisfaction, it is the desire of Blinn College to operate year round from 8am to 5pm, Monday through Friday.

Discretionary time is a benefit which allows full-time, 12-month employees additional time off without changing the hours of operation or causing any undue departmental stress. Discretionary time is given to full-time, 12-month employees in addition to Vacation, Sick, Personal, Holiday, and other time off allowed by statute or policy.

GUIDELINE

Discretionary time is credited at the beginning of each fiscal year (September 1) at 40 hours per year to each full-time, 12-month employee. New employees will receive credit for pro-rated Discretionary time their first month of employment only if their first working day is the first day of the month. Otherwise, for pro-rating Discretionary time, the first day of the next month will be used.

Unused Discretionary time 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 Discretionary time.

Upon termination of employment, unearned discretionary time taken will be deducted from the employee's last paycheck.

Discretionary time can be used any time during the year and is allowable in no less than one hour increments.

Before Discretionary time can be taken, a **Combination leave Request and Absence Report** form must be completed by the employee and approved in advance by the employee's supervisor. The employee's supervisor has the right to deny any Discretionary time requests for any particular time that he/she believes will materially conflict with critical duty times. The approved form is submitted to the Human Resources Department.