2424 – Personal Leave

General
The employee's supervisor shall have the right to deny an eligible employee's[1] Personal Leave request such as, but not limited to, requests that:

1. do not allow sufficient notification to reasonably cover the employee's job duties during his/her absence;
2. may cause undue hardships on students or other employees within his/her area during certain "busy" periods (i.e., enrollment periods, finals, etc.); or
3. are for a period that has previously been requested by other employees within the same department and approved by the supervisor, etc.

Leave Reporting
New employees must work one month before being eligible to use accrued Personal Leave.

More Details
See General Leave Requirements and Information for more details.

(Based on policy 1410; revised and approved by President on 4/21/08)

[1] Employees eligible for this benefit include all full-time employees.