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.

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

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure: 1410 – Employee Leave; 2415-Accrual Chart for Vacation, Sick and Personal Leave Benefits; 2416-General Leave Requirements and Information

Approved by: President

Date: 11/6/06

Revision(s): 4/21/08; 2/16/17 (minor revision); 10/16/19 (minor revision)

[1] Employees eligible for this benefit are as noted in procedure 2415-Accrual Chart for Vacation, Sick and Personal Leave Benefits