

Policy for Personal Leave for Nonexempt Employees

I. Purpose

This procedure has been developed in accordance with BOR Policy VII- 7.10 *Policy on Personal Leave for Regular Exempt Employees*.

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written, portions of this procedure.

II. General Guidelines

Receipt

- A. All full-time regular nonexempt employees shall receive three (3) days not to exceed twenty-four (24) hours of personal leave each calendar year. (Part-time employees working 50% or more shall receive personal leave on a pro-rated basis.)

III. Usage

- A. All personal leave must be used by the end of the first pay period when ends in the new calendar year.
- B. Any personal leave that is unused as of that time shall be forfeited by the employee and shall be contributed to the USM Leave Reserve Fund in accordance with the Leave Reserve Fund Policy.
- C. No employee shall be paid for unused personal leave
- D. Whenever possible, employees need to get prior approval for use of personal leave.

Reference(s):

BOR Policy VII-7.10 – Policy on Personal Leave for Regular Exempt Employees

All policies are available on:

FSU Web Page

USM Web Page

FSU Employee Handbook

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