

PERSONAL LEAVE FOR REGULAR NONEXEMPT AND EXEMPT STAFF EMPLOYEES

I. PURPOSE

This procedure has been developed in accordance with [USM VII-7.10 - Policy on Personal Leave for Regular Nonexempt and Exempt Staff Employees](#).

II. DEFINITIONS

- A. Calendar year. The period beginning January 1 through December 31.
- B. Leave cycle. The period encompassing the beginning and end of established USM payroll cycles in which leave is accrued.
- C. Leave year. The final payroll cycle identified by institutions for the purpose of crediting new allotment of personal days.
- D. Availability schedule. The effective date in the new calendar or leave year by which Personal Leave Days must be used or lost.

III. GENERAL GUIDELINES

- A. All full-time staff employee shall receive three days (not to exceed 24 hours) of personal leave on January 1 in each calendar year. Part-time employees working 50 percent or more shall receive personal leave on a pro-rated basis.
- B. Personal leave must be used by the end of the first pay period which ends in the new calendar year. 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 [USM VII-7.11 Policy on Leave Reserve Fund for Nonexempt and Exempt Staff Employees](#). No employee shall be paid for unused personal leave. Each institution shall determine the availability schedule for new allotment of personal leave days.
- C. The use of personal leave shall require prior notification to the employee's supervisor.
- D. Employees that transfer to another USM Institution will have any unused personal leave credited as of the date of separation from the University transferred to the new institution or agency.
- B. Employees that transfer to another state of Maryland agency will have any unused personal leave reported for credit as of the date of separation and will be subject to established personal leave allocations for the state of Maryland. Additional personal leave, minus USM balances already utilized, may be granted upon transfer to another state of Maryland agency, dependent upon established allocation requirements at the time of transfer.
- C. If available personal leave has been utilized upon transfer to another USM institution, additional personal leave shall not be granted upon appointment to the new institution.

D. There shall be no payment for unused personal leave upon separation from university employment.

V. ADMINISTRATION OF THE POLICY

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

VI. Reference(s):

[USM VII – 7.10 USM Policy on Personal Leave](#)