



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:30

Paid Personal Days

COVERED EMPLOYEES

- Full-Time Administrative
- Full-Time Support
- Bargaining Unit Employees

[Board of Trustees Employee Definitions](#)

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

BOT POLICY

Sec. 6-700. Statement of Principle. The University provides various benefits to its full-time employees to allow them to take time off from their work duties. The President, or his/her designee, shall develop policy and procedures regarding the accumulation, use and other administrative consideration of these benefits. The collective bargaining unit agreement will define the benefit for employees covered under the terms of such agreement.

Sec. 6-703. Paid Personal Days. After six (6) months of continuous full-time employment and annually thereafter effective each fiscal year, starting July 1, continuing full-time non-bargaining unit employees are eligible to request up to two (2) days paid personal time. One personal day will be considered a day off with pay, not charged against the employee's accumulated sick time. The second personal day will be charged against accumulated sick time and can only be requested if the employee has the required sick leave time accrued.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

Personal leave days are not cumulative from fiscal year to fiscal year.

Employees are to request the use of a Personal Day in advance, to the supervisor. Emergency use of Personal Day(s) may also be taken, with supervisory approval.

The employee may be required to use his/her Personal Day(s) before taking any time off without pay.

Employees are eligible to take their personal days after completing 6 months of full-time employment.

Example: A full-time continuing non-bargaining unit employee is hired November 1, 2003. He/she is eligible to request two (2) personal days between May 1, 2004 and June 30, 2004. Effective July 1, 2004, the employee may request two (2) personal days between July 1, 2004 and June 30, 2005.

RESPONSIBILITY

Employee: Request, complete and submit to supervisor the Excused Absence form in advance, except in an emergency.

Supervisor: Determine eligibility, approve/disapprove request and notify employee. Submit Excused Absence Form to payroll.

Refer Questions To: *Human Resources*