

Section: LEAVE
Subject: Personal Business Leave
Procedure: HR 3730

I. Institutional Regulations

- A. Regular full-time Support Staff, Confidential Clerical, IES Administrative Support, Trail Point Support, Administrative/Professional, and IES Administrative/Professional employees shall be granted 4 days (32 hours) of Personal Business Leave per fiscal year. Regular full-time, nine-month Faculty employees shall be granted 3 days (24 hours) of Personal Business Leave per collective bargaining contract year. Regular full-time, twelve-month Faculty employees shall be granted 4 days (32 hours) of Personal Business Leave per collective bargaining agreement contract year.
- B. Regular part-time employees shall be granted Personal Business Leave as follows:
1. Support Staff, Confidential Clerical, IES Administrative Support, and Trail Point Support – Based on their FTE and then rounded to the nearest hour
 2. Administrative/Professional and IES Administrative/Professional employees and 12 month Faculty.
 - a. FTE under .375 = 12 hours of Personal Business Leave/year
 - b. FTE of .376 to .5 = 16 hours of Personal Business Leave/year
 - c. FTE of .501 to .7000 = 20 hours of Personal Business Leave/year
 - d. FTE of .701 to .899 = 28 hours of Personal Business Leave/year
 - e. FTE of .900 to 1 = 32 hours of Personal Business Leave/year
 3. Nine-month Faculty
 - a. FTE of .376 to .5 = 12 hours of Personal Business Leave/year
 - b. FTE of .51 to 7.000 = 16 hours of Personal Business Leave/year
 - c. FTE of .701 to .899 = 20 hours of Personal Business Leave/year
 - d. FTE of .900 to 1 = 24 hours of Personal Business Leave/year

II. Procedure

- A. Personal Business Leave Accrual
1. Nonfaculty employees shall be eligible for their full allotment of Personal Business Leave at the beginning of the fiscal year. Faculty employees shall be eligible for their full allotment at the beginning of the collective bargaining contract year.
 2. A full-time nine-month faculty employee with a full-time summer teaching load shall receive a fourth personal business day to be used by the end of the contract year. The fourth personal business day may not be carried over into the next contract year.
 3. Employees hired on or after January 1 shall receive half of their regular annual allotment of Personal Business Leave in their initial fiscal/contract year of employment.
 4. Leave Carryover
 1. For Support Staff, Confidential Clerical, IES Administrative Support, Trail Point Support, Administrative/Professional, IES Administrative/Professional, and Regular twelve-month Faculty employees, Personal Business Leave is not cumulative and unused days may not be carried into the next fiscal year.
 2. For Regular nine-month Faculty employees, one day may carry over to the next year for a maximum of four days in any one year.

B. Personal Business Leave Usage

1. Support Staff, Confidential Clerical, IES Administrative Support, and Trail Point Support employees may use Personal Business Leave in one-hour increments. Administrative/Professional, IES Administrative/Professional, and Faculty employees may only use Personal Business Leave in half or full-day increments.
2. Faculty may not use Personal Business Leave on President's Day or those days designated as staff development days.
3. Support Staff, Confidential Clerical, IES Administrative Support, and Trail Point Support employees may not use Personal Business Leave until they have completed 90 calendar days of their probationary period.
4. Employees may use Personal Business Leave only to the extent that it is available.

C. Personal Business Leave Approval

1. An employee who wishes to use Personal Business Leave shall request permission from the immediate supervisor as far in advance as possible. The employee shall request prior approval according to procedures established by the supervisor. Personal Business usage shall be reported on Employee Web,
2. For Administrative/Professional, IES Administrative/Professional, Support Staff, Confidential Clerical, IES Administrative Support, and Trail Point Support employees, a supervisor may verbally approve Personal Business Leave for an employee who calls in the day of the absence if there are extenuating circumstances. If the supervisor determines that the circumstances do not warrant an exception to receiving prior approval, the employee may be:
 - a. Directed to return to work;
 - b. Considered to be on an unauthorized absence;
 - c. Placed on nonpay status;
 - d. Subject to disciplinary action.
3. For Faculty, approval of Personal Business Leave shall be in accordance with their collective bargaining agreement.

APPROVED:



Executive Director, Human Resources

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