

Policy IV.4000.L, Personal Business Leave

Purpose

An employee is allowed up to twenty-four (24) hours of leave for those cases of personal business when an employee needs to be off work, but the absence is not covered under sick leave.

Policy

Full-time employees will have twenty-four (24) hours of their sick leave accrual allocated to personal business leave at the beginning of each fiscal year. At the end of the fiscal year, any unused personal business leave will revert back to the employee's sick leave balance.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

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Date of Board Approval	January 31, 2022
Effective Date	February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources