215 **Personal Business Leave**

215.1 Accumulation of Personal Business Leave

A. Permanent Full-Time Employees

As of January 1 of each calendar year, eligible employees in full-time active status are granted three days off with pay to use for personal business during the year. If you begin your job after the first day of a calendar year you are granted personal business leave based on the following schedule:

Employment Begins Between	Leave Acquired
January 1 and February 1	3 days
February 2 and April 1	2 ½ days
April 2 and June 1	2 days
June 2 and August 1	1 ½ days
August 2 and October 1	1 day
October 2 and December 1	½ day
December 2 and December 31	0 days

Starting January 1, 1995, full-time employees who work a full calendar year without using sick time are granted an additional personal business day in the subsequent calendar year. Part-time employees who work at least half time are granted an additional prorated personal business day.

B. Intermittent Employees

Intermittent employees shall be credited with two hours of Personal Business Leave for each 174 hours in paid status, minus overtime and other premium paid time. However, after December 15 of each year, all accumulated paid time, minus overtime and other premium paid time, shall be carried forward to the next calendar year for crediting of Personal Business Leave.

== 215.2 **Use of Personal Business Leave**
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If personal business leave is not used within the year it is acquired, it is forfeited. Personal business leave may be used for any personal reason.

Except when an emergency prevents advance scheduling, you must request approval to take personal business leave reasonably in advance of the date it will be used. If you request personal business leave without giving advance notice, your supervisor may ask you about the reason for the request in deciding whether to approve the leave.

You may take personal business leave in one-half (1/2) hour, half-day, or full day increments. A personal business leave balance of less than one half (1/2) hour cannot be taken. Supervisors may grant employee requests to use personal leave in increments of fifteen (15) minutes after a minimum use of one half (1/2) hour.

When a determination of inclement weather status has been made, you may take personal business leave in one-half (1/2) hour increments. You use HFS 2053, Employee Absence Request, to request business leave.

If you are an employee in the Upward Mobility Program (UMP) and need more paid time off than what is available through UMP for travel to and from classes or to attend classes when class attendance conflicts with work, you must use your own benefit time (except sick time) to make up the difference. On days you attend UMP classes, you are allowed to use available vacation and personal business leave in lesser increments than stated in the contract, but not less than 15 minutes. You may receive UMP paid time off up to one-half of the total number of hours that a class meets per week (Monday through Sunday), up to a maximum of eight hours. UMP paid time off combined with the use of ABT for class attendance cannot total more than eight hours per week (Monday through Sunday).

215.3 **Effect of Employment Termination on Personal Business Leave**

You do not receive payment for unused personal business leave unless the termination is due to your retirement, disability or death. When payment is made, you or your estate receive a lump sum equal to one-half your pay per work day times the number of personal business leave days unused on the day employment ended.

The Division of Personnel and Administrative Services' approval is required for the terminating employee to use personal business leave.