



Procedure on Personal Leave for Exempt and Nonexempt Employees

(Approved by the President on August 16, 2005)

I. PURPOSE

This document establishes procedures for implementation of BOR VII - 7.10 Personal Leave for Regular Exempt Employees and procedures for Personal Leave for Nonexempt Staff employees as well as employees in positions equivalent to Contingent II Exempt and Nonexempt Staff positions.

II. BACKGROUND

BOR VII-7.10 requires that each USM institution establish implementing procedures as necessary. UMBI has chosen to include regular status Nonexempt Staff employees and Contingent II employees in positions equivalent to Exempt and Nonexempt staff positions in this procedure.

III. RECEIPT OF LEAVE

- A. All full-time regular Exempt and Nonexempt Staff employees shall receive three days (24 hours) of personal leave in each calendar year. Part-time regular Exempt and Nonexempt Staff employees working 50% or more shall receive personal leave on a pro-rated basis.
- B. Contingent Category II employees in positions equivalent to the Exempt and Nonexempt Staff categories may receive personal leave as designated in the employment contract, not to exceed a maximum of three days (24 hours) in a calendar year of employment in UMBI.

IV. USAGE

- A. The use of personal leave shall require prior notification to the employee's supervisor through procedures established by the UMBI Unit.
- B. Personal Leave must be used in increments no less than 1/2 day (4 hours) for full-time employees. Minimum usage by part-time employees shall be on a pro-rated basis.
- C. Personal Leave may be used immediately after it is awarded and must be used by the end of the first pay period that ends in the new calendar year.
- D. Personal Leave may not be carried over to the next calendar year, and there shall be no payment for unused Personal leave upon separation from employment.

APPROVED: Jennie C. Hunter-Cevera 8/16/05 President