

Policy: Personal Time	Policy Number: I-4.7
Policy Owner(s): Human Resources	Original Date: 3/10/2006
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- I. **POLICY:** John Carroll University provides eligible staff members with the opportunity to take paid time off for compelling personal reasons not otherwise provided for in other leave policies.

- II. **PURPOSE:** This policy provides general guidelines for requesting, using and reporting personal time for staff when justified by compelling personal circumstances.

- III. **SCOPE:** All full-time, benefits eligible Staff Employees of John Carroll University.

- IV. **PROCEDURES:**
 - A. After completing ninety (90) calendar days of continuous service, a full-time, benefits eligible employee may annually request to use up to the equivalent of three (3) paid days of personal time for a compelling reason. (e.g., school events, license renewal, car repair appointments, home maintenance emergencies, etc.).

 - B. Part-time employees are not eligible for Personal Time, but may use Paid Time Off as outlined in the Staff Vacation Leave Policy.

 - C. Personal time can be planned in advance or used on an emergency basis and may be requested and used in increments of one (1) or more hours. However, as a best practice, employees should take personal time in full or half-day increments whenever possible.

 - D. The granting of personal leave time is strictly at the discretion of the University. Except in emergency situations, personal time must be approved by the supervisor before it is taken and may be granted upon request by the employee's direct supervisor based upon the operational needs of the employee's department.

 - E. For emergency or other unplanned and unavoidable situations which require the use of personal time, employees should notify their supervisors of such situations as quickly as possible through the normal departmental reporting channels.

- F. An employee must provide as much advance notice as possible to their supervisor when requesting to use personal time.
- G. In no case will an employee be permitted to exceed the equivalent of three (3) days of personal time in any one (1) calendar year.
- H. Unused personal time does not accumulate from year-to-year.
- I. Managers and their employees are responsible for maintaining accurate time and attendance records to ensure personal time balances are known and documented at all times.
- J. Employees are not compensated for unused personal time upon termination of employment.

V. CROSS REFERENCES:

Family and Medical Leave Act Policy
General Leaves Policy
Mission Leave Policy
Sick Leave Policy
Staff Vacation Leave Policy