

Procedure IV.4000.L.a, Personal Business Leave

Associated Policy

Policy IV.4000.L, Personal Business Leave

Procedure

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.

An employee requesting the use of personal business leave is responsible for obtaining leader approval and for entering the time in the appropriate leave reporting system.

Date of SLT Approval	December 7, 2021
Effective Date	February 1, 2022
Associated Policy	Policy IV.4000.L, Personal Business Leave
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources