



## Policy HR 12.11

### Personal Leave

Adopted by the Library Board of Trustees: 01/24/2013

Revised: 02/23/2017

In addition to vacation leave, NOLS provides 37.5 hours of personal leave per calendar year to each regular full time employee. Regular part time employees are granted personal leave on a pro-rated basis. For example, a 28 hrs/week employee is given 28 hours of personal leave per calendar year. Personal leave balances may not be carried over from one calendar year to the next, and are lost if not used within the calendar year in which they are given.

An employee wishing to use personal leave must get prior approval from his/her supervisor. The approval process for personal leave is the same as that for vacation leave.

During an employee's first year of employment, personal leave is given on a pro-rated basis, determined by the number of weeks remaining between the date of hire and the end of the year. For example, a full time employee who starts work on July 1 will receive 15 hours of personal leave which can be used after the employee has been on the payroll for at least thirty (30) days and before December 31 of that year.

#### **I. Administration**

All supervisors and employees are responsible for administering this policy.