NUMBER: D-4

TITLE: PERSONAL LEAVE

POLICY: It is the policy of Southern Nazarene University to grant annual Personal Leave with pay to full time and part-time employees in accordance with the guidelines established by the Administrative Cabinet. Pay in lieu of time off will not be allowed.

PROCEDURE: Personal Leave will be given to employees for their use during the year. The time off with pay may be taken at any time. It may be used for personal reasons, illness, vacation, etc. Full time employees will be granted two days (16 hours). One Half Part Time employee will receive 8 hours. Three Quarter Time Employees will be awarded 12 hours.

PRACTICE:
A. Employees who are on payroll on the first regular working day of the year will be awarded Personal Leave, i.e. Full time will be given two days and part time will be given 8 or 12 hours as indicated above. Employees added to payroll between January 1 and June 30 will be given one half these amounts. Those added to the payroll after June 30 will not be eligible for Personal Leave until the following year.
B. Personal Leave must be scheduled in advance with your supervisor.
C. Personal Leave can be used for any reason, ex. vacation, illness, shopping, etc.
D. Personal Leave is not cumulative. It can not be carried into the next calendar year. Pay may not be received in lieu of time off.
E. Time should be taken in full day increments. Part time employees who work less than eight hours per day, may take the time off in four hour increments.
F. If you leave SNU before July 1 and have taken the full year's compliment of Personal Leave, one half of it will be deducted from your final paycheck.