

 <p><b>Ringling College of Art + Design</b></p> <p><b>STAFF HANDBOOK</b></p>	<p><b>Index: 505</b></p> <p><b>Page: 1 of 1</b></p> <p><b>Subject: Paid Time Off – Personal Leave</b></p> <p><b>Revised: October 24, 2002</b></p>
---	---

## **Personal Leave**

Staff with Regular Full-time and Temporary Full-time appointments who work at least 9 months per year (1,462.5 hours) and who have successfully completed their introductory period are granted three (3) days of paid personal leave each year on their service date for absences due to personal reasons including, but not limited to, religious holidays, family/business/College functions, civic duties such as voting, and community service. Personal leave may also be used for absences due to illness if the employee's available sick leave has been exhausted. Staff with Temporary Full-time appointments of less than 9 months are granted paid personal leave on a prorated basis.

Personal leave is taken in hourly increments by non-exempt employees and in full day increments by exempt employees.

Personal leave must be requested and approved in advance through the employee's immediate supervisor. The supervisor may be unable to approve personal leave due to minimum coverage requirements or other business reasons. However, supervisors will make every effort to accommodate each employee's request. To request personal leave, the appropriate leave request form must be completed and submitted to the Office of Human Resources.

Personal leave may not be carried over to the next year, nor will remaining personal leave be paid upon termination of employment.

The College may require personal leave to be used concurrent with Family and Medical Leave Act (FMLA) leave described elsewhere in this handbook.