

POLICY 7
VACATION AND PERSONAL LEAVE

Rule 7.03 - Approval of Use of Accumulated Leave for Personal Reasons

It is the intent of the vacation and personal leave policy that small increments be available for personal and family reasons. Within the total amount accumulated, University operations permitting, leave not to exceed two (2) days at one time will be granted by a supervisor for any reason upon advance request of the employee. In determining whether to give such approval, the supervisor will take into account staffing requirements needed to insure necessary continuity of operations. When such leave is necessary to handle urgent personal or emergency situations that are beyond the control of the employee and that arise too suddenly to permit advance approval, the employee may be granted post-approval by the supervisor, who may require clarification of such situations.