OWENS COMMUNITY COLLEGE
INTERNAL OPERATING PROCEDURES

Personal Leave Policy **3358:11-5-42**

PROCEDURES AND GUIDELINES:

(1) Salaried exempt employees are not eligible for personal leave.

(2) Personal leave is to be requested in advance on the appropriate form and submitted to the employee's supervisor.

(3) Personal leave should be requested only for personal business that cannot be handled at times other than during the employee's regular work hours.

(4) Personal leave is to be used in half-hour increments.

(5) Part-time staff working less than twenty hours per week do not accrue personal time.

(6) Any personal leave for the end of the fiscal year must be submitted to the office of human resources.

These procedures were developed for implementation by the Vice President of Human Resources.

Any changes to this procedure must be submitted to the Board Secretary for President's Cabinet review (except changes in contact information).

This procedure conforms to the policy that has been approved by the Board of Trustees on December 9, 2008, and filed with the State of Ohio Electronic Rule Filing with the policy effective date of December 20, 2008.

12-10-08 pj
Revised for removal of a date in item 6. 5-17-12 pj