

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PERSONAL BUSINESS LEAVE
Procedure No. 3-12 (D)
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Effective January 1, 2004

- (1) Effective January 1 of each year, full-time employees will be credited with four (4) personal business leave days for the calendar year. Personal business leave shall not exceed four (4) days. Those full-time employees who work less than 100 percent of full-time shall have their personal business leave prorated by the percentage of full-time. New full-time employees hired during the year will be credited with 2.67 hours of personal business time per month for the remainder of the calendar year.
- (2) An employee's request for personal business leave must be submitted on the Leave Request Form to the employee's immediate supervisor.
- (3) Except in the case of an emergency, or as permitted under the college's Family and Medical Leave Policy No. 3-36, personal business leave must be requested three (3) business days in advance of the requested time off.
- (4) The requesting employee's supervisor may refuse to grant part or all of a requested personal business leave if it will violate the department's established guidelines.
- (5) Personal business leave can only be taken in increments of one hour being the minimum to be charged per occurrence and half-hour increments thereafter.
- (6) For each occurrence of personal business leave requested, the time recorded will be the time the employee was scheduled to work.
- (7) The employee's supervisor is responsible for submitting the Leave Request Form to the Human Resources Department within three (3) business days.
- (8) The Human Resources Department shall maintain a record of the available personal business leave time balance for each employee and provide that information on the employee's semi-monthly paycheck stub. This current personal business leave balance will be updated weekly. Effective the first pay in January, employees will be paid for up to two (2) days of unused personal business leave at the employees regular rate of pay from the previous year.
- (9) No unused personal business leave shall carry over from one year to the next.