CDU Policy I.E.00580 Personal Time

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: September 1, 2004

REVISED DATE: October 29, 2010

SUPERSEDES: CDU Policy I.E.00580, dated September 1, 2004

POLICY I.E.00580 Personal Time

At Charles R. Drew University, Regular and Conditional employees who have completed six (6) months of continuous service will be awarded a maximum two (2) personal days per fiscal year (Jul 1 to June 30 each year). Employees are entitled to compensation for unused personal days upon termination.

A personal day must be used in 8-hour increments. Personal time off may be used in conjunction with sick leave, vacation leave, holidays, to take care of personal business or personal emergencies.

PROCEDURE I.E.00580 Personal Time

1. It is the employee's responsibility to discuss with his or her supervisor, in advance, (except in the case of an emergency) the dates he or she wishes to take as a personal day. This will allow the supervisor to ensure adequate work coverage prior to approving the request.
2. The personal day should be recorded on the timecard.
3. The Payroll office will maintain the official employee accrual records.

Applicability: All Staff and Faculty Members