

CAMERON UNIVERSITY

Personal Leave Policy

Policy Statement

Cameron University provides personal leave for benefits eligible employees upon the death of a related person in the immediate family.

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Who Should Know This Policy

President
Vice Presidents
Deans
Department Chairs
Directors

Faculty
Accounting/Finance Personnel
All Employees

Responsibilities

Responsible for Policy

University Officer Responsible

Vice President for Business and Finance

Procedure

STATEMENT OF PURPOSE: In support of the above policy statement, the following procedures and information are provided:

1.0 Definitions

- 1.1 Personal leave is defined for the purpose of this policy as up to three days of absence from work with pay per fiscal year for death of an immediate family member.
- 1.2 Immediate family member is defined as the spouse, father, mother, brother, sister, son, daughter, corresponding in-law relationships, grandparent, grandchild, step-father, step-mother, step-brother, step-sister and step-child.
- 1.3 Benefits eligible employees are defined, for provisions of this policy, as employees holding a regular appointment and working 50 percent time or more. The personal leave benefit is not provided to employees classified with student or temporary titles or as a part-time employee employed to work less than 20 hours per week.

2.0 General Guidelines

- 2.1 Eligible administrative/professional and classified employees shall be granted upon request, and approval of the supervisor up to three days of personal leave per fiscal year.
- 2.2 For faculty members, personal leave shall be applied in accordance with the Cameron University Faculty Handbook Section (5.8.8.b.–Other Leaves with Pay).
- 2.3 There will be no payment for any unused personal leave at the time of termination or reduction in work status to less than 20 hours per week.
- 2.4 When covered personal leave occurs while an employee is on leave without pay status, paid personal leave will not be granted.
- 2.5 When covered personal leave occurs while an employee is on annual leave or sick leave, personal leave shall supersede the other types of leave.
- 2.6 Personal leave is not intended to supplement annual leave.

3.0 Use of Personal Leave

- 3.1. Personal leave must be approved by the supervisor and should be made in advance, except in emergency cases.
- 3.2 In a case where the employee needs to take more than the three days of personal leave, the employee will be required to secure approval of the supervisor and use their annual leave or take leave without pay.

4.0 Personal Leave Records

- 4.1 Employees will record the use of personal leave on the appropriate time sheet and/or leave request report indicating the purpose of the personal leave and identifying the type of leave as “special.”
- 4.2 All employees are required to report personal leave taken, even if they do not report hours worked under the Fair Labor Standards Act.
- 4.3 Employee’s supervisor is required to monitor the number of personal leave days used per fiscal year and insure compliance with this policy.
- 4.4 All personal leave taken will be properly documented and forwarded to the Human Resources Office.

Contacts

Policy Questions: Human Resources, (580) 581-2245

Policy History

Policy

Issue Date:	December 12, 2004
Reviewed, no revision:	February 2016
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