



UT Health Science Center: HR0373-H Personal Leave	
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Related Policies:		

OBJECTIVE

University policy provides regular staff non-exempt employees a day off from work for personal reasons.

PROCEDURE

University policy defines “personal” as any reason for which an eligible employee chooses to use the day. Any staff non-exempt employee who has completed their six month probationary period will be granted a personal leave day. Part-time employees are granted personal leave on a pro rata basis.

Personal leave cannot be carried forward to the next calendar year nor transferred to any other leave. Employees are not eligible to receive payment for unused personal leave upon termination from the University.

Use of personal leave must have prior approval of the supervisor. Employees do not have to work the day before or the day after to receive personal leave provided they are on other approved leave.

The departmental timekeeper has responsibility for entering the personal leave day on the time report.