

System-wide Policy: HR0373 - Personal Leave	
Version: 6	Effective Date: 10/01/2017

## HR0373 – Personal Leave

### Topics:

[Procedures](#)[Related Policies](#)

### Objective:

To define personal leave and compensation guidelines for regular non-exempt employees.

### Policy:

1. Regular full-time non-exempt employees who have completed their probationary period accrue 8 hours of personal leave on the first day of the calendar year or on the first day of the month immediately following completion of their probationary period. Regular non-exempt part-time employees accrue personal leave at a rate pro rata to their planned working time in the accounting system.
2. Personal leave cannot be carried forward to the next calendar year nor transferred to any other leave. Eligible employees on flex-year appointments must take their personal leave during the months worked. Employees are not eligible to receive payment for unused personal leave upon termination from the university.
3. The use of personal leave must be approved by the appropriate supervisor.

### PROCEDURES:

To view links to campus policies and procedures, click here:

<https://policy.tennessee.edu/campus-policies-procedures>

**Related Policies:** [HR0126 - Flex-Year Positions](#)