

University of St. Thomas Policies

UNPAID PERSONAL TIME OFF

Policy Number: H.05.04

SCOPE

Staff and administrators.

PURPOSE

To provide a means for employees to secure limited time off when such time is needed for important personal reasons.

POLICY/PROCEDURE

The University of St. Thomas may grant to regular employees unpaid time off for personal reasons, provided such time off does not materially affect the normal conduct of University business, customer service or operating costs.

The duration of personal time off ranges from a few hours to five (5) days. Beyond five (5) days, a leave of absence will be used.

An employee's request for personal time off must be approved by the supervisor prior to the commencement of the leave.

Employees will continue to be covered under all insured benefit plans while they are on approved personal time off.

APPROVED: Dr. Robert Ivany

Date of Original Formation: 9/1/2010

Revision Number:

Revision Date:

Effective Date: