

## **Policy: 5.32**

### **Personal Business Leave**

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Subject to the approval of the supervisor, a twelve-month full time employee employed 40 hours per week may be authorized to take personal business leave not to exceed 24 hours in any one fiscal year.\*

A ten-month full time employee may be authorized to take personal business leave not to exceed 21 hours in any one fiscal year.

Those employed 30 hours per week may be authorized to take personal business leave not to exceed 18 hours.

Those employed less than full time but for the equivalent of 20-29 hours per week or more may be authorized to take 15 hours of personal business leave. Personal business leave shall not accumulate from year to year.

\*Time is computed hourly and cannot be used in less than fifteen minute increments.