



## STAFF EMPLOYMENT MANUAL

**Title: 5.0 Benefits**

**Chapter: 5.04 Personal Days**

**Issuance Status and Effective Date: March 2013**

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### 1. General

This policy provides regular full-time exempt and non-exempt staff with a bank of days off with pay for the following types of absences:

- occasional sickness or non-work related accident or injury;
- personal business needs, medical or dental appointments;
- sickness or death in the family (See also **5.05, Bereavement/Funeral Leave**);
- severe weather conditions;
- special religious observance; or
- any absence(s) mutually arranged between the supervisor and the employee.

Consistent with Connecticut state paid sick leave law, if an eligible employee is a victim of family violence or sexual assault, Personal Days may be taken for the following types of absences:

- for medical care or psychological or other counseling for physical or psychological injury or disability;
- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault; or
- to participate in any civil proceeding related to our resulting from such family violence or sexual assault.

Note: For information on paid leave for part-time employees qualifying as “service workers”, see Chapter 5.16, section (g).

A staff member on an approved Leave of Absence or Family and Medical Leave will be required to use any available Vacation and/or Personal Days balances if and when the unpaid portion of the leave begins.

Personal Days may not be used to lengthen approved vacation time.

Retaliatory action of any kind taken by an employee of the University of Hartford against any other employee of the University of Hartford as a result of that person utilizing paid sick leave consistent with Connecticut paid sick leave law is prohibited by law as well as University policy.

The University reserves the right to change the Personal Days Policy as it deems necessary.

### 2. Eligibility for Personal Days

The expectation under this policy is that staff will cooperate with departmental scheduling requirements and established University guidelines, including notification and reporting procedures regarding an absence from work as covered in **6.05, Attendance Management**. Eligibility for Personal Days will comply with the general standards put forth in **6.05, Attendance Management** and will, in addition, meet the following requirements:

- a. An absence for a partial day may be paid using Personal Days. The staff member's Personal Days balance will be charged accordingly.
- b. Final approval regarding staff requests for Personal Days rests with the supervisor.
- c. During a delayed opening, early release or closing of the University for emergencies, time will be paid as a University closing, and must be reported on the time sheet as such. If the University has a delayed opening or early release which impacts standard working hours, non-exempt staff member will be awarded an equivalent increase in his/her Personal Days balance for only the number of hours which constituted the delayed opening or early release. If a non-exempt staff member works during the delayed opening or early release, he/she will be awarded an equivalent increase in his/her Personal Days balance for only the number of hours which constituted the delayed opening or early release. Such work must be authorized in advance by the department head. If an exempt or non-exempt staff member does not report to work on the day of a delayed opening or early release, he/she will not receive Personal Days credit and must use his/her own Personal Days time for the whole day's absence.

If an exempt or non-exempt staff member is on a previously approved Vacation or Personal Day and the University closes due to a severe weather condition or emergency, the day or days closed will be counted as originally authorized.

Departments required to provide continuous operations and/or coverage to the University during an emergency situation may deviate from this policy with the prior approval of the appropriate University Officer.

- d. See also **5.06 Short-term Disability Insurance** regarding the use of Personal Days for absences of more than five successive working days.
- e. There is no pay in lieu of Personal Days not taken.
- f. There will be no carry-over of unused Personal Days into the new fiscal year. Personal Days not taken will be forfeited on June 30<sup>th</sup> of the fiscal year.
- g. There is no payment of Personal Days balances upon termination.

### 3. Accumulation

- a. The rate of annual Personal Days allotment is as follows:

<b>Initial Bank on July 1:</b>	<b>3 days</b>
Staff will be allotted one day (7 or 8 hours, based on the normal work schedule) per completed month worked, not to exceed the total time provided in that fiscal year.	
<b>Total Time Provided in a Fiscal Year:</b>	<b>8 days</b>

- b. Academic year positions are allotted pro-rated Personal Days based on their work schedule. (See also **5.15, Academic Year Positions**.)
- c. There is no pro-rating of accumulation for partial calendar months of service.
- d. Personal Days balances will be maintained in hours and quarter hours.
- e. Personal Days will not be allotted during any type of leave of absence.

#### 4. New Hires

This policy provides Personal Days allotments in the first year of employment after completion of the 90-day orientation status. The amount of Personal Days granted will be based on the employee's date of hire (or rehire) as follows:

- a. Date of hire between July 1<sup>st</sup> and December 31<sup>st</sup> – Staff will be allotted one day (7 or 8 hours, based on the normal work schedule) per completed month worked, not to exceed the total time provided (eight days) in that fiscal year after the completion of the 90-day orientation period. At the onset of the fiscal year following date of hire, Personal Days will be allotted based on the accumulation chart noted above.
- b. Date of hire between January 1<sup>st</sup> and June 30<sup>th</sup> – Staff will not be granted Personal Days during the fiscal year in which they are hired. Following the completion of the 90-day orientation period, staff will be allotted Personal Days in the new fiscal year based on the accumulation chart noted above.
- c. Rehired – Staff who are rehired in the same fiscal year will be awarded the Personal Days allotment (less any Personal Days previously taken) after completion of the 90-day orientation period. Staff who are rehired in the next fiscal year will be awarded the Personal Days allotment after completion of the 90-day orientation period.

#### 5. Reclassification

- a. 35-hour to 40-hour per week position or 40-hour to 35-hour per week position – The staff member's hourly Personal Days allotment will be adjusted to accommodate the new work schedule to ensure that the staff member is not gaining or losing Personal Days time (in terms of hours) during the year of transition.
- b. Part-time to full-time – Staff who are reclassified from regular part-time to full-time between July 1<sup>st</sup> and December 31<sup>st</sup> are eligible for up to the full Personal Days allotment immediately during that fiscal year. Staff who are reclassified from regular part-time to full-time between January 1<sup>st</sup> and June 30<sup>th</sup> are eligible for the full Personal Days allotment effective July 1<sup>st</sup> of the next fiscal year.
- c. Academic year to full year or full year to academic year – The staff member's Personal Days allotment will be adjusted to accommodate the new work schedule to ensure that the staff member is not gaining or losing Personal Days time (in terms of hours) during the year of transition. (See also **5.15, Academic Year Positions.**)

#### 5. Administration of Personal Days

##### Non-Exempt Staff:

All time not worked in increments of fifteen minutes or greater will be deducted from the allotted Personal Days; however, late arrivals and/or emergency departures of less than one hour in duration may be made up the day of occurrence, the following day, or within the same workweek. If it is not possible to make up the time on the day of the occurrence, the following day, or within the same workweek, the time will be deducted from the Personal Days bank.

Non-exempt staff who have an absence from work but have previously exhausted their Personal Days bank must use their allotted Vacation to cover the absence.

Non-exempt staff who have an absence from work but have previously exhausted their Personal Days bank and Vacation for the fiscal year will not be paid for that absence.

**Exempt Staff:**

All time not worked in increments of one-half day or greater will be deducted from the Personal Days bank. Absences of less than one-half day will not be deducted from the Personal Days bank.

Exempt staff who have an absence from work but have previously exhausted their Personal Days bank must use their allotted Vacation to cover the absence.

Exempt staff who have an absence of one or more full days from work but have previously exhausted their Personal Days bank and Vacation for the fiscal year will not be paid for that absence.