



University of New Haven

Human Resources Policy / Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Personal Day Policy & Procedure	Administrative Non-Exempt Full Time Employees	Provide guideline regarding the availability of one personal day for eligible employees	7/1/19	Vice President Human Resources	1

Administrative full-time non-exempt employees are eligible for 7 hours of personal time with the following stipulations:

- the 7 hours do not accumulate,
- must be used during the University's fiscal year,
- will not be paid out at the time of termination.

Under no circumstances will an eligible employee be able to utilize more than 7 hours of personal time. Personal time may be taken in hourly increments and should be documented on the employees' timesheet. When practicable, the same supervisory process for requesting vacation time should be utilized for personal time.