

# CAMERON UNIVERSITY

## Personal Leave Policy

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### Policy Statement

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Cameron University provides personal leave for benefits eligible employees upon the death of a related person in the immediate family.

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### Who Should Know This Policy

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| √ President         | √ Faculty                            |
| √ Vice Presidents   | √ Other Accounting/Finance Personnel |
| √ Deans             | Students                             |
| √ Department Chairs | Other Groups                         |
| √ Directors         | √ All Employees                      |
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### Responsibilities

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#### Responsible for Policy

University Officer Responsible  
Ninette Carter

Vice President for Business and Finance

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## **Procedure**

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**STATEMENT OF PURPOSE:** In support of the above policy statement, the following procedures and information are provided:

### **1.0 Definitions**

- 1.1 Personal leave is defined for the purpose of this policy as up to three (3) days of absence from work with pay per fiscal year for death of an immediate family member.
- 1.2 Immediate family member is defined as the spouse, father, mother, brother, sister, son, daughter, corresponding in-law relationships, grandparent, grandchild, step-father, step-mother, step-brother, step-sister and step-child.
- 1.3 Benefits eligible employees are defined, for provisions of this policy, as employees holding a regular appointment and working 50 percent time or more. The personal leave benefit is not provided to employees classified with student or temporary titles or as a part-time employee employed to work less than 20 hours per week.

### **2.0 General Guidelines**

- 2.1 Eligible administrative/professional and classified employees shall be granted upon request, and approval of the supervisor up to three (3) days of personal leave per fiscal year.
- 2.2 For faculty members, personal leave shall be applied in accordance with the Cameron University Faculty Handbook Section (5.8.8.b.–Other Leaves with Pay).
- 2.3 There will be no payment for any unused personal leave at the time of termination or reduction in work status to less than twenty (20) hours per week.
- 2.4 When covered personal leave occurs while an employee is on leave without pay status, paid personal leave will not be granted.
- 2.5 When covered personal leave occurs while an employee is on annual leave or sick leave, personal leave shall supersede the other types of leave.
- 2.6 Personal leave is not intended to supplement annual leave.

### **3.0 Use of Personal Leave**

- 3.1. Personal leave must be approved by the supervisor and should be made in advance, except in emergency cases.
- 3.2 In a case where the employee needs to take more than the three (3) days of personal leave, the employee will be required to secure approval of the supervisor and use their annual leave or take leave without pay.

## **4.0 Personal Leave Records**

- 4.1 Administrative and professional personnel shall report any personal leave used on the Leave Request Form (L1). Classified staff will report personal leave used on their monthly Timesheet (T1). Employees will indicate the purpose of the personal leave and identify the type of leave as “special.”
- 4.2 Administrative and professional employees are required to report personal leave taken, even though they do not report hours of work under the Fair Labor Standards Act.
- 4.3 Employee’s supervisor is required to monitor the number of personal leave days used per fiscal year and insure compliance with this policy.
- 4.4 All personal leave taken will be properly documented and forwarded to the Payroll Office.

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## **Contacts**

Policy Questions: Ninette Carter, Vice President for Business and Finance, (580) 581-2226

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## **Forms**

In support of this policy, the following forms are included:

Leave Request Form ([L1](#))

Time Sheet ([T1](#))

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## **Policy History**

### **Policy**

Issue Date: December 12, 2004

Reviewed, no revision: February 2016

Revised: March 6, 2009