

**Policy No. 323**

**Responsible Department: Human Resources**

**Responsible Administrator: Director of Human Resources**

**Effective Date: January 1, 1994**

**Reviewed Date: January 2012**

**Date of Scheduled Review: January 2016**

## **UNPAID PERSONAL TIME OFF**

### **PURPOSE**

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

### **SCOPE**

This policy applies to employees at ACU.

### **POLICY**

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

1. Duration. The duration of personal time off ranges from a few hours to five days. Beyond five days, a leave of absence will be used. (See Policy No. 322 Leaves of Absence Without Pay)

2. Conditions. In considering an employee's request for personal time off, the seriousness of the matter prompting the request will be taken into consideration by the supervisor. Such requests should be in response to serious personal needs rather than for occasional time off to rest or relax. Employees must make an effort to schedule ordinary personal and business affairs outside working hours.

Examples of needs considered to be reasonable uses of unpaid personal time off include: extensive legal affairs or funeral of a friend or relative.

Examples of causes not considered to be reasonable uses of unpaid personal time off include: chronic automobile trouble, non-emergency financial problems, visiting relatives, other employment (moonlighting), or seeking employment outside the university.

## **PROCEDURE**

1. The requesting employee's performance record and previously granted time off will be taken into consideration by the supervisor before granting a time off request.
2. When the need for absence from work is known in advance, the employee must notify the supervisor immediately.
3. Employees will continue to be covered under all insured benefit plans while they are on approved personal time off.
4. Unpaid personal time off will be recorded on the employee time sheet using the lost time code 145.