SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

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The University provides one personal day per year to be taken any time during the calendar year, with prior supervisory approval. Employees may utilize their personal day during holidays not officially observed by the University.

Eligibility

Regular Staff members must be employed by the first work day of the calendar year in order to be eligible for personal leave for that calendar year. Part-time employees regularly scheduled to work over 1,000 hours per year are eligible for personal leave based on a pro-rated basis.

If an employee's personal day is not used by the end of the calendar year, then it will be forfeited. Unused personal leave will not be paid out upon termination.
RELATED POLICIES:

- Policy on Staff Position Types

POLICY BACKGROUND:

- Original policy in existence prior to 2007.
- Non-substantive revisions for clarity reviewed by President’s Cabinet prior to approval in 2018.

POLICY CONTACTS:

- Senior Associate Vice President of Human Resources