

UNPAID PERSONAL TIME OFF

I. SCOPE

Staff and administrators.

II. PURPOSE

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

II. POLICY

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

The duration of personal time off ranges from a few hours to five (5) days. Beyond five (5) days, a leave of absence will be used. (See Policy No. 321, Leaves of Absence Without Pay.)

An employee's request for personal time off must be approved by the supervisor prior to the commencement of the leave.

Employees will continue to be covered under all insured benefit plans while they are on approved personal time off.

Filename: 320 - Unpaid Personal Time Off.doc
Directory: A:
Template: C:\Program Files\Microsoft Office\Templates\Normal.dot
Title: UNPAID PERSONAL TIME OFF
Subject:
Author: Marie-Pierre Stien
Keywords:
Comments:
Creation Date: 08.30.00 12:14 PM
Change Number: 5
Last Saved On: 11.06.00 10:37 AM
Last Saved By: Marie-Pierre Stien
Total Editing Time: 5 Minutes
Last Printed On: 08.13.02 7:25 PM
As of Last Complete Printing
Number of Pages: 1
Number of Words: 131 (approx.)
Number of Characters: 752 (approx.)