

Personal Leave

For Eligible Employees (see “Benefit Eligibility” in the [Employee Manual](#)), Personal Leave may be used for vacation, for absence due to illness when sick leave has been exhausted, to attend to family matters (including bereavement) or for any other personal business.

The amount of Personal Leave employees receive depends on their length of continuous service with Northwest University. (The calculated credit of straight-time hour reverts back to .06923 if service to Northwest University is not continuous and a minimum of 1560 hours in any calendar year.) The following schedule shows the Personal Leave hours/days employees may accrue for each paid straight-time hour and the maximum number of Personal Leave hours employees can earn for each year of continuous service. It also shows the maximum total number of Personal Leave hours employees can accumulate in their Personal Leave account (“Cumulative Personal Leave Limit”). Personal Leave accrual stops once an employee reaches this maximum number of accrued hours.

Personal Leave Schedule

Years of Employment	Hours of Personal Leave Credited per Paid Straight-Time Hour	Annual Accrual Hours/Days	Cumulative Personal Leave Limit Hours/Days
1st & 2nd Year	.06923	144/18	288/36
3 – 4	.08462	176/22	352/44
5 – 7	.08846	184/23	368/46
8 – 9	.09231	192/24	384/48
10 – 14	.09615	200/25	400/50
15 – 20	.10000	208/26	416/52
Over 20	.10385	216/27	432/54

Personal leave may be used only after it is earned.

Except for an emergency illness, all Personal Leave must be scheduled and approved by the employee’s supervisor as early as possible, and in no case less than 24 hours in advance. If there is an emergency or illness, the employee must call in to his or her supervisor no less than one hour after the employee’s normal starting time in order to receive paid leave.

Personal Leave must be used in quarter-hour increments by non-exempt employees. Deductions from a Personal Leave account of an exempt employee must be at least one hour per leave. If more than one full hour is taken as leave, the additional leave may then be taken in quarter-hour increments by the exempt employee. For example, the University must deduct 1 hour from an exempt employee’s leave account even if the employee is absent for only 45 minutes. However, the University may deduct 1.50 hours if the employee is absent for 90 minutes. For exempt employees, a day of leave consists of eight hours. This accounting for use of Personal Leave by exempt employees does not affect their status as exempt employees. In the absence of Personal

Leave, no exempt employee shall be docked any pay in hour or partial day increments (or partial weeks, depending on the circumstances e.g., in the case of jury duty).

New personnel begin earning Personal Leave time from their date of hire. If the employee leaves the University for any reason after having worked a total of six months or more during his or her latest term of employment, the employee should be paid for any Personal Leave hours accrued but not used.

All Personal Leave hours taken must be recorded and reported to Payroll on the appropriate form – for both exempt and non-exempt employees.

Personal Leave must be scheduled and approved by the supervisor as early as possible and there may be times when requests are denied due to the intense work load of an office, such as Registration, Board Meetings, Alumni Weekend, etc.

Personal Leave cannot be used as an extension of employment. One's terminating date should be the last day of actively performing work for the University. Termination cannot occur on a holiday.

This program provides added flexibility in meeting individual employee needs, and at the same time, an incentive to keep a good balance of Personal Leave time. Employees are encouraged to use Personal Leave annually to promote work life balance.

Approved by Board 11/15/2017

Approved by Cabinet 10/17/2017