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**6.R-2018: Personal Days**

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**1. Overview**

- 1.1 As part of St. Mary's University (University) desire to support our employee's wellness and work life balance, employees are provided with four (4) paid personal days to be used throughout each calendar year.

**2. Eligibility**

- 2.1 All permanent salaried full-time & part-time employees are eligible for personal days from the first day of employment.
- 2.2 Full-time employees are entitled to the equivalent of 0.33 days per month of active employment to a maximum of four (4) days per calendar year. Part-time employees are entitled to the pro-rated equivalent according to their regular work schedule.

**3. Guidelines & Procedures**

- 3.1 The number of personal days paid to an employee is based on the employee's regular base salary per day, excluding overtime, and will be paid only for the employee's normally scheduled work periods.
- 3.2 Personal Days have no cash value, cannot be carried forward to subsequent years and are not paid out to the employee upon termination.
- 3.3 If an employee has used all personal days, within a calendar year, further absences (excluding approved short-term or long-term disability), will be covered first using any and all paid time off entitlement such as Banked Time/Time In Lieu and/or Vacation days prior to the absence being unpaid.

**4. Reporting Process**

- 4.1 Personal Days may be taken as half or full days, and must be scheduled and authorized in advance in consultation with the supervisor at a time that is mutually agreeable. In the interest of fair treatment for all employees, the University expects popular periods such as long weekends to be rotated amongst employees within a department.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Human Resources	December 18, 2018	December 18, 2018	Every 5 years

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- 4.2 Absence requests may occasionally be denied depending on satisfactory staffing requirements or operational needs.