



Personal & Wellness Days

1. Purpose

St. Mary's University (the "University") desires to support our employee's wellness and work life balance, employees are provided paid personal days throughout each calendar year. This policy outlines the entitlement available to employees and process for requesting time away.

2. Scope

This policy applies to all permanent, salaried full-time and part-time administrative employees of the University.

3. Definitions

- 3.1. Calendar year - the period from January 1 to December 31.
- 3.2. Personal day - a paid day off provided to eligible employees for personal responsibilities, wellness, appointments, or work-life balance needs.
- 3.3. Regular work schedule - an employee's normally scheduled hours of work used to determine prorated vacation entitlement for part-time employees.

4. Principles

- 4.1. Personal days are intended to help foster a positive work environment, promote work-life balance, and can support employees attending personal life events.
- 4.2. In the interest of fair treatment for all employees, the University expects popular holiday periods such 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	May 27, 2026	Every 5 years

Appendix A: Procedures for Entitlements and Leave Requests

Procedures:

1. Full-time employees are entitled to a maximum of six (6) days per calendar year.
2. Part-time employees are entitled to the pro-rated equivalent according to their regular work schedule.
3. Personal days are paid at an employee's regular base pay, excluding overtime, and apply only to normally scheduled work hours.
4. Personal days have no cash value, cannot be carried forward to subsequent years, and are not paid to the employee upon resignation or termination.
5. Personal Days may be taken as half or full days and must be scheduled and authorized in advance in consultation with the employee's leader at a time that is mutually agreeable.
6. Requests may occasionally be denied depending on satisfactory staffing requirements or operational needs.
7. Employees are required to record these requests in the self-serve University payroll system prior to taking them.
8. 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 and/or Vacation days prior to the absence being unpaid.