

Personal Leave, 2.25
Chapter 2: Personnel

Responsible Office: Human Resources**Applies to:** Faculty**Approved:** 04/21/2026

Policy: Rhodes State College provides eligible employees with up to 16 hours of personal leave per academic year to support personal matters that cannot reasonably be scheduled outside of work hours.

Guidelines:**I. Definitions**

- a. **Eligible Employee:** Faculty members who are employed on a regular, annually renewable 9 or 10-month appointment (including grant funded) with at least a .5 FTE classification.

II. Policy Details

- a. Personal leave is annually awarded on August 1.
- b. Unused personal leave annually expires on May 31.
- c. Personal leave can not be carried over or paid out.
- d. Employees working less than a 1.0 FTE will receive a pro-rated amount of leave.
- e. Employees hired mid-academic year will receive a pro-rated amount of leave.

III. Approval

To request personal leave, the employee must submit a request to their supervisor (including a plan for class coverage) for approval at least one week in advance. In emergency cases, the employee should notify their supervisor as soon as possible. Personal leave may be taken only in full-day or half-day increments.

Related Policies or Procedures:

N/A

Compliance References: N/A**History:**

	Date:	Reason:
Issued:	04/21/2026	Original policy was reviewed and approved by Board of Trustees
Revised:	MM/DD/YYYY	

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.