

*Personal Leave  
(Exception Code P)*

On January 1<sup>st</sup> of each year, the state shall credit each employee hours equivalent to four (4) working days leave with pay, per calendar year, to be used for personal business and/or religious observance. The discharge of personal leave must be requested and approved in advance and in accordance with the policy and procedures in effect at the employee's workplace.

For the first calendar year of employment, employees hired between the dates show below shall receive hours equivalent to:

January 1 and March 31 - four (4) days  
April 1 and June 30 - three (3) days  
July 1 and September 30 - two (2) days  
October 1 and December 31 - one (1) day

Personal leave may not be carried from year to year, nor are they compensated upon termination of employment.

Refer to your union contract (if applicable) for further information.

