## Personal Time BU-PP 404

# **Policy**

Baylor provides personal time for use at the discretion of the staff member.

### **Topics**

Approval and Tracking Accrual Separation from Service

### **Related Policies**

BU-PP 400 – Benefits Eligibility Classifications BU-PP 408 – FMLA BU-PP 409 – Military Leave

#### **Additional Information**

None

#### Contact

Payroll Office (254) 710-2217 Human Resources at askHR@baylor.edu, or 254.710-2000

### **Approval and Tracking**

The supervisor or department head must approve personal time in advance. Tracking of accrued leave for hourly staff is maintained in the Payroll Office. Tracking for monthly staff shall be maintained in the employee's department. To view the leave tracking form for monthly staff, click Monthly Absence Record.

### Accrual

Employees receive personal time hours immediately upon hiring. The hours are banked and available for use after two months. The accrual rate for part-time staff is a percentage of the full-time accrual rate. This percentage is calculated by dividing the employee's weekly approved, scheduled hours by 40. For example, a 30 hour/week job would accrue personal leave at 30/40 that is 75% of the full-time accrual rate.

For a 40-hour/week position, the staff member is granted 24 hours beginning January 1 each year not to exceed a total of 48 hours. For a 20 hour/week position, the staff member is granted 12 hours beginning January 1 each year not to exceed a total of 24 hours.

Number of Personal Time Hours Earned per Year per Position Hours Scheduled per Week:

| Hours<br>Scheduled per<br>Week | 40    | 39    | 38    | 37    | 36    | 35    | 34    | 33    | 32    | 31    |
|--------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Accrual %<br>Rate              | 1.000 | 0.975 | 0.950 | 0.925 | 0.900 | 0.875 | 0.850 | 0.825 | 0.800 | 0.775 |
| Annual Hours<br>Granted        | 24.00 | 23.40 | 22.80 | 22.20 | 21.60 | 21.00 | 20.40 | 19.80 | 19.20 | 18.60 |

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| Hours<br>Scheduled per<br>Week | 30    | 29    | 28    | 27    | 26    | 25    | 24    | 23    | 22    | 21    |
|--------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Accrual %<br>Rate              | 0.750 | 0.725 | 0.700 | 0.675 | 0.650 | 0.625 | 0.600 | 0.575 | 0.550 | 0.525 |
| Annual Hours<br>Granted        | 18.00 | 17.40 | 16.80 | 16.20 | 15.60 | 15.00 | 14.40 | 13.80 | 13.20 | 12.60 |

| Hours<br>Scheduled per<br>Week | 20    | 19    | 18    | 17    | 16    | 15    | 14    | 13    | 12    | 11    |
|--------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Accrual %<br>Rate              | 0.500 | 0.475 | 0.450 | 0.425 | 0.400 | 0.375 | 0.350 | 0.325 | 0.300 | 0.275 |
| Annual Hours<br>Granted        | 12.00 | 11.40 | 10.80 | 10.20 | 9.60  | 9.00  | 8.40  | 7.80  | 7.20  | 6.60  |

| Hours<br>Scheduled per<br>Week | 10    | 9     | 8     | 7     | 6     | 5     | 4     | 3     | 2     | 1     |
|--------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Accrual %<br>Rate              | 0.250 | 0.225 | 0.200 | 0.175 | 0.150 | 0.125 | 0.100 | 0.075 | 0.050 | 0.025 |
| Annual Hours<br>Granted        | 6.00  | 5.40  | 4.80  | 4.20  | 3.60  | 3.00  | 2.40  | 1.80  | 1.20  | 0.60  |

### **Separation from Service**

Upon separation from service, unused personal time has no cash value in the employee's final pay.

Unused personal time at the time of separation will be reinstated if an employee is rehired within one year of separation. If all personal time was used at the time of separation, new personal time will not be available until the beginning of next calendar year. Reinstated personal time balance will be prorated based upon full-time equivalent status. For instance, if a full-time employee separated from service and is rehired within one year on a part-time basis, the reinstated personal time balance would be pro-rated based upon the part-time equivalent.

Example: A full time, 40 hour per week staff member separates from service with 24 hours of personal time and within one year is rehired to a part-time 20 hour per week position. The reinstated personal time will equal 12 hours.

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