

**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, staff members are granted 24 hours of personal time beginning January 1st each year, not to exceed a banked total of 48 hours. For a 20- hour/week position, staff members are granted 12 hours of personal time beginning January 1st each year not to exceed a banked total of 24 hours.

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

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

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

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

Hours Scheduled per Week	10	9	8	7	6	5	4	3	2	1
Accrual % Rate	0.250	0.225	0.200	0.175	0.150	0.125	0.100	0.075	0.050	0.025
Annual Hours 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. Payment for accrued personal time does not extend employment for separating employees.

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.