



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-HUM-15 Minor Revision8

Title: Personal Leave

Description: Leave other than sick or vacation used to handle family issues.

Category: Human Resources

Applies to: staff, faculty

Contact: [Human Resources](#)

Purpose: Policy regarding personal leave.

Policy Statement:

- Draws from sick leave hour accrual
- Up to 40 hours / 5 days per year
- Used for events which only the employee can attend to such as, last minute repair needs; child's school; closing on the purchase or sale of a home; etc.

**Glossary of
Terms:**

Legal Citation:

Campus Links: [Request/Approval of Leave Form](#)

FAQs:

**Formerly known
as:**

Approved on: 12/01/2005

Effective date: 12/01/2005

Keyword(s): personal, leave, emergency

Last review date: 03/10/2014

Date posted: 10/18/2007

Modified By: SBROWN91

Date Modified: 03/10/2014