PETTY LEAVE

Personnel in Pay Grade IV and below are allowed to take up to 14 hours petty leave per year. This should be taken in segments not to exceed two hours each, and is to be arranged with the immediate supervisor to avoid any disruption in the functioning of the employee’s work area. This leave must be taken before the end of the fiscal year in which it is given, and is not allowed to carry over from one fiscal year into the next. A record of petty leave taken by an individual must be approved by the immediate supervisor on the employee’s Petty Leave/Compensatory Time Card. Cards are available in the Personnel Office.

HISTORY NOTE: Effective June 21, 1974; Revised February 24, 1976; October 12, 1988; October, 2001