BIRTHDAY LEAVE

Full-time employees are entitled to one day off with pay in celebration of their birthday. Birthday leave is to be taken in full day increments, rather than applying some hours to one date and the remainder to a later date. This time off should be taken either on the birth date or within a time agreed upon with the supervisor. The employee should submit an Application for Leave Request, checking the "Other" column and specifying birthday in the blank space.

HISTORY NOTE: Effective January 1, 1984; Revised January 15, 1992