

5.4.14 Birthday Leave

Last Revised: April 2023

Policy: Piedmont Community College (PCC) gives eligible employees a day off with pay in celebration of their birthday.

Purpose/Definitions:

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The purpose of this policy is to communicate the method by which birthday leave is granted to eligible college employees.

Definitions

Full-Time Permanent—as defined in PCC Policy 5.36 Definition of Employment Categories.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: Eligibility

- 1.1. Full-time employees are eligible for birthday leave starting on the employee's birthday after the employee's official date of hire.
- 1.2. Birthday leave is to be taken in full day (8 hours) increments, rather than applying some hours to one date and the remainder to a later date.
- 1.3. Birthday leave is to be used on or after the employee's birthdate and approved by the supervisor.
 - 1.3.1. The only time birthday leave may be used prior to the birth date is for one of the required leave days during the winter break in December.
- 1.4. Birthday leave must be used within one year of each birthday or the employee will forfeit the birthday leave.

Section 2: Requesting Leave

- 2.1. The employee will submit a leave request for birthday leave for approval by the employee's direct supervisor.

Legal Citation: N/A

History: Effective January 1984; Revised January 1992, July 2016, April 2021, May 2022— updated definitions, April 2023

Cross references PCC Policy 5.36 Definition of Employment Categories.