

Personal Business Time Policy

After 90 days of employment, full-time staff employees shall be allowed to take up to twenty-four (24) personal business hours per fiscal year. Employees should give as much advance notice as possible before scheduling personal days with their supervisors, except in cases of emergency.

Personal business time can be used in quarter hour increments. Personal time cannot be carried over from fiscal year to fiscal year and there will be no payment for any unused personal business time upon termination of employment.

Please view [FAQ's for Paid Time Off Policies](#) for more information.