

PERSONAL HOLIDAY

Policy and Procedures

Chapman provides a personal holiday as part of the annual holiday schedule for eligible Staff and Administrators. The purpose of the personal holiday is to celebrate an event meaningful to the employee, such as a religious holiday, special observance, birthday, wedding anniversary, etc.

Eligible Employees

In keeping with the Holiday Policy, eligible employees include regular status employees with a regular schedule of 20 to 40 hours per week. Temporary employees, student employees and employees scheduled to work less than 20 hours per week are not eligible for paid holidays.

Accrual of Personal Holiday

One personal holiday will be available on January 1, for use each calendar year. The personal holiday can be taken anytime during the calendar year, January through December.

Employees who are regularly scheduled to work full-time will receive 8 hours of personal holiday. Part-time employees will receive a prorated holiday of 6 or 4 hours, based on their regular work schedule.

The balance and usage of the personal holiday will be displayed on the employee's pay notice.

Use of Personal Holiday

The personal holiday must be used as a full day, not spread over partial days.

This can be scheduled in a manner similar to a vacation day, with the approval of the employee's supervisor.

Newly hired regular status employees are immediately eligible for the personal holiday; there is no waiting period for eligibility.

If the personal holiday has not been used by December 31, the day will carry over from year-to-year up to a maximum balance of three (3) personal Holiday days.

Personal Holiday Pay on Termination

On termination of employment, employees are paid all accrued but unused Personal Holidays in their bank.