

**I. Purpose**

Personal Observance Leave may be used by eligible employees on any day of significance to the employee, including days of cultural, religious, or personal importance.

**II. Eligibility**

All full-time and part-time permanent employees will receive Personal Observance Leave (“leave”). Temporary and interim employees will not receive this leave.

Newly hired employees are eligible for leave upon their hire date.

**III. Amount of Leave**

- A. Full-time employees will receive eight (8) hours of Leave each calendar year. The Leave will be credited to employees on January 1st of each year.
- B. All Leave must be used on the same day.
- C. The Leave has no cash value and does not carry over each year. Leave unused within a calendar year is forfeited.
- D. This leave may not be transferred to other employees.
- E. If an employee separates from the College and moves to another State agency within the calendar year, unused leave may be transferred if the new agency accepts the leave.

**IV. Use of Leave**

- A. This leave may be used on any single day of significance to the employee, including but not limited to days of cultural and/or religious importance. The day in which leave is taken does not have to be a day from the employee’s own religious or cultural background.
- B. Employees may use this leave prior to exhausting any accumulated compensatory leave or other leave available to the employee.
- C. This leave may not be used as sick leave or on used on days already scheduled as vacation or a holiday in the College calendar.
- D. This leave may not be used to extend a holiday or vacation already scheduled in the College calendar.
- E. This leave will not be applied to existing negative leave balances. This leave cannot be donated under the Voluntary Shared Leave policy.

**V. Approval of Leave**

- A. Employees must receive prior approval from their immediate supervisor prior to using this leave. Requests for the use of leave should be made at least two (2) weeks<sup>1</sup> prior to the expected day of leave.
- B. Supervisors will honor all leave requests unless the use of the leave will create a disruption in the College's operation, in which case the supervisor may require the leave be taken at a time other than the time requested.
- C. Supervisors may not require a justification of the employee's request to use the leave.
- D. It is the responsibility of an employee and their supervisor to ensure all leave is reported accurately.

Legal Citation: Executive Order No. 262, §5 (June 6, 2022)

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