

POLICY

EMPLOYMENT

Employee Handbook – Section 302 Personal Days

RESPONSIBLE OFFICE

Human Resources

302 Personal Days

302.1 Definition

Personal Days provide employees with authorized paid absences from work for the purpose of attending to personal business and emergency situations.

302.2 Eligibility

All regular, full-time, non-exempt employees and regular, part-time, non-exempt employees (scheduled to work at least 50 percent of the regularly scheduled workweek) are eligible for Personal Day absences once they have completed three (3) months of continuous service.

Employees are not eligible for Personal Day absences until they have completed three (3) months of continuous service.

Exempt employees are not eligible for Personal Days.

302.3 Accrual/Length of Leave

Eligible employees are credited two Personal Days on January 1 of each calendar year. Personal Days do not carry forward or accumulate from one calendar year to the next, unless otherwise required by applicable law. Eligible employees may also convert up to two (2) days of accrued Sick Leave to Personal Days each calendar year.

302.4 Usage

One-half (1/2) day is the minimum amount of time off that can be taken and charged to Personal Day absences.

302.5 Compensation

Personal Day absences will be paid at the same rate as the employee earns from the employee's employment at the time the employee uses such time, unless otherwise required by applicable law, but no less than the applicable minimum wage. Use of Personal Days is not considered hours worked for purposes of calculating overtime. Employees maintain their regular pay and benefits while absent from work on approved Personal Day absences.

302.6 Requests and Approval

Employees must submit a request for Personal Day(s) to their supervisor via Employee Self-Service at least 24 hours in advance of the desired Personal Leave. The 24-hour requirement may be shortened if there are extenuating circumstances at the discretion of the supervisor.

302.7 Other Provisions

Unused Personal Days shall not be paid to an employee terminating, either voluntarily or involuntarily, from the University, unless otherwise required by applicable law.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
- [Faculty Handbook](#) (faculty)

Related BU Websites

- [Human Resources](#)
 - [HR Policies](#)
 - [Manager Resources](#) - HR Website
 - [Leaves of Absence](#)

History

This Policy [303 Personal Days](#) was revised and became Section 302 on July 1 2026.

THIS POLICY IS PART OF THE [EMPLOYEE HANDBOOK AND POLICIES MANUAL](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE

AT-WILL STATUS OF AN EMPLOYEE.

Categories: Employee Handbook and Policies Manual, Employment, Non-Represented Staff

Keywords: Accrual of Leave, accumulate, Employee Handbook, Length of Leave