

**Policy Title**

Petty Leave

**Control Number**

HR038

**Policy Date**

06/05/06

**Revision Date**

11/02/2020

**Purpose**

To provide leave for employees for personal matters

**Scope**

All regular, full time employees and budgeted thirty-two (32) hour employees

**Policy Guidelines**

Full-time employees will begin each calendar year with fifteen (15) hours petty leave with pay, over and above sick leave or annual leave pay.

Employees hired within the calendar year will have pro-rated hours (1.25 hours per month) of Petty Leave during the first year of employment.

Budgeted thirty-two (32) hour employees will earn petty leave in proportion to hours worked.

An employee may take petty leave in increments of fifteen (15) minutes up to a maximum of three (3) hours, per scheduled shift.

Petty Leave requires approval from the supervisor.

Petty Leave will be used during the calendar year and will not be carried forward from year to year.

No Petty Leave will be approved once an employee has tendered his/her resignation.

Petty Leave is not paid out at termination or in any other situation.

**Reference**

Replaces: Personnel Policy dated, June 5, 2006  
Article VI, Leaves of Absence, Section 12, Personal Leave  
Administrative Technical Bulletin, "Guidelines for Taking Comp Time, Annual, Sick, and Personal Leave", dated 02/20/2007