

PETTY LEAVE PROCEDURE

Related Board of Trustees Policy: BP 2.3

Approval:

Revision:

Petty leave is provided for any absence due to personal business which requires absence from work and is limited to a minimum of one hour on a given workday. Petty leave can be used in combination with other types of leave as needed.

Eligibility

- All full-time non-exempt regular employees who are required to complete a time sheet, and who are actively at work for one-half or more of regularly scheduled workdays in any month shall earn petty leave.
- All part-time non-exempt regular employees who are projected to work 29 hours per week shall earn petty leave on a prorated basis.
- All full-time non-exempt temporary employees who are required to complete a time sheet, and who are employed for a period greater than six months, and who are actively at work for one-half or more of regularly scheduled workdays in any month shall earn leave.
- All part-time non-exempt temporary employees who are projected to work 29 hours per week and are employed for a period greater than six months shall earn petty leave on a prorated basis.

Method of Computation

Hours Earned Each Month	Maximum Hours Earned In One Year
2	24

Method of Accrual

- Petty leave must be earned in advance and begins accumulating with initial employment.

Separation

- Accumulated petty leave is not included in accrued time for which an employee is paid when he/she leaves employment with the College.

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