

CP – 2.3.2

PETTY LEAVE

Related Board of Trustees Policy: BP 2.3

OPR: Vice President for Administration

Approved: October 5, 2021

Previous Edition: undated

PETTY LEAVE

The College provides Petty Leave to permanent full- and part-time non-exempt employees for personal absences. Petty Leave is used in minimum increments of fifteen minutes, and may be used in conjunction with other types of leave.

- Full-time employees earn two (2) hours of Petty Leave each month; part-time employees (≥ 20 hours per week) earn a pro-rated amount
- Employees must work at least 50% of scheduled work hours in a given month to earn Petty Leave for that month
- Maximum accumulated balance of Petty Leave is twenty-four (24) hours
- Petty Leave balance is not eligible for payout to employees when separating or retiring from the College