

Marywood University

Policies and Procedures

Personal Days Policy

Policy Statement:

Regular full and part-time employees who have successfully completed the introductory period of employment are entitled to two personal days each fiscal year, July 1 to June 30.

Personal days may be used to the employee's discretion with the approval of the immediate supervisor. They are taken for any personal reason, including the observance of religious holidays other than those observed by the University.

Personal days may not be carried over into the next fiscal year and employees who resign will not receive payment for unused personal days at the end of their employment.

Procedures: The Employee notifies the immediate supervisor in advance that a personal day is to be taken. If this is not possible the supervisor is to be notified within thirty minutes after the scheduled starting time on the day the privilege is taken.

Policy History: 12-05-2024 - The President of the University approved the revision of the policy as recommended by the Policy Committee of the University at their October 18, 2024 meeting.

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**Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel**