New York University
UNIVERSITY POLICIES

Title: Personal Days Policy – New York & District of Columbia
Effective Date: February 26, 2019
Supersedes: November 7, 2016
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy addresses personal days for covered employees of New York University in New York and/or Washington, D.C. (collectively, “NYU” or “the University”).

To Whom the Policy Applies

This Policy covers Administrators and Professionals and Professional Research Staff of the University (hereinafter, “covered employees”).

Regarding NYU-NY, this Policy does not apply to employees covered by a collective bargaining agreement (“CBA”). Such employees should refer to the applicable CBA.

Faculty are not covered under this Policy, and should consult with the appropriate chairperson or dean and/or refer to the faculty handbook for any applicable policies.

Policy and Procedures

Full-Time Covered Employee Entitlement. Subject to the terms and conditions of this Policy, a full-time covered employee shall receive two (2) paid personal days, at his or her regular base pay, in each academic year following his or her first academic year of employment.

The number of personal days that a full-time covered employee shall receive during his or her first academic year of employment depends on when his or her employment commenced:

<table>
<thead>
<tr>
<th>Commencement of Employment</th>
<th>Number of Personal Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between September 1 and December 31</td>
<td>2</td>
</tr>
<tr>
<td>Between January 1 and April 30</td>
<td>1</td>
</tr>
<tr>
<td>Between May 1 and August 31</td>
<td>0</td>
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</tbody>
</table>

Part-Time Covered Employee Entitlement. Subject to the terms and conditions of this Policy, a part-time covered employee shall receive a prorated number of personal days during the academic year based on his or her schedule.
To calculate the number of personal days available to a part-time covered employee during his or her first academic year of employment, divide the total number of hours he or she is scheduled to work per week by 35 hours (a full-time work week) and multiply that number by the number of personal days that a full-time covered employee would receive based upon his or her start date.

To calculate the number of personal days available to a part-time covered employee in each academic year following his or her first academic year of employment, divide the total number of hours he or she is scheduled to work per week by 35 hours (a full-time work week) and multiply that number by 2.

**Scheduling.** A covered employee may take personal days at any time of the year, scheduled in advance, with his or her supervisor's approval.

**Carryover.** Personal days cannot be carried over from one academic year to the next.

**Separation of Employment.** Personal days cannot be used two weeks prior to a covered employee's scheduled separation date, and the employee will not be paid out for any unused accrued personal days.