

# 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:

<b>Commencement of Employment</b>	<b>Number of Personal Days</b>
Between September 1 and December 31	2
Between January 1 and April 30	1
Between May 1 and August 31	0

***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.