

## ARTICLE 21 - LEAVES WITH PAY

...

- 21.3 **Personal Leave.** Contracted faculty shall be granted up to ~~three (3)~~ **four (4)** days, to be used in one-half day increments based upon FTE, personal leave with pay to be used subject to the conditions outlined below in 21.3.1 – 21.3.3.

Part-time faculty who are actively assigned to teach starting in Fall term **and Winter term** shall be granted one (1) day (8 hours) **for a total of up to two (2) days (16 hours)**, to be used in one-half day increments, personal leave with pay. Part-time faculty who do not start teaching until Winter or Spring terms in a given year shall be granted one-half (1/2) day (4 hours) personal leave with pay, to be used in one-half day increments. Personal leave with pay is to be used subject to the conditions outlined below in 21.3.1 – 21.3.3.

21.3.1 At least two (2) days notice is given prior to taking personal leave. Exceptions may be allowed by the College when circumstances make prior notice impractical.

21.3.2 Personal leave is not intended to be used for Association business.

21.3.3 Personal leave is not intended to be used for recreational purposes or to extend holiday or vacation periods unless required by personal business.

**21.3.4 The value of unused personal leave (i.e. hourly salary times number of hours of unused personal leave) shall be reimbursed to faculty members at the end of each academic year.**

...