

Sussex County Community College

Policy No.: 200.24

Area: Human Resources

Adopted: May 24, 2016

Re-adopted: February 25, 2020

200.24 Personal Days Policy

PURPOSE OF THE POLICY

To provide full-time Sussex County Community College (“College”) employees with paid days for matters that cannot be attended to outside of the regular working day.

GENERAL STATEMENT OF PERSONAL DAYS POLICY

The College provides three Personal days per fiscal year to regular, full-time employees. Accrual of Personal days only occurs while an employee is on a paid status and, if unused, shall be forfeited at the end of the fiscal year.