1. **What is a Personal Holiday?**

   A. Personal Holiday (PH) is granted to Regular full-time and Part-time Staff employees who have completed a probationary period without a break in service.

2. **How many hours will I receive for my PH on July 1, 2021?**

   A. Eligible Staff employees will receive 4 hours to request from July 1, 2021 through December 31, 2021. The 4 hours represents a half day. Timesheets, however, must reflect the appropriate amount of leave for the PH for each individual employee.

   **Example:**
   
   **Part-time Employee**
   
   Staff employee appointed on a .50 FTE
   Staff employee would normally receive 4 hours for a PH (FTE x 8 = 4.0 hours)
   From July 1, 2021 through December 31, 2021 the Staff employee is eligible to receive a PH in the amount of 2 hours

   **Example:**
   
   **Full-time Employee**
   
   Staff employee appointed on a 1.0 FTE
   Fulltime employee should receive the prorated number of hours they are normally scheduled to work.
   If the employee’s work schedule is 4-10 hour days the Staff employee would normally receive 10 hours for a PH
   From July 1, 2021 through December 31, 2021 the Staff employee is eligible to receive a PH in the amount of 5 hours

3. **Will I lose my PH if I have not requested it as of June 30, 2021?**

   A. No. Staff employees that have not used their PH by FY 2021 will also be granted a new prorated PH in the amount of 4 hours to use from July 1, 2021 through December 31, 2021

4. **Will Staff employees lose hours from the transition to a Calendar year?**

   A. The transition from a fiscal to a calendar year does not reduce the PH benefit. Employees will be receiving 1 day and a half from July 1, 2021 through December 31, 2022.

5. **When will the new PH hours be available in the Automated Leave Tracking System (ALT)?**

   A. Effective July 1, 2021 the PH hours in the amount of 4 hours will be uploaded by Central Human Resources in ALT. Staff employees that become eligible after July 1, 2021, the PH hours in the amount of 4 hours will be entered in ALT by the Attendance & Leave Coordinators.
6. **When will the Staff employee receive their full 8 hours of PH?**

   Effective January 1, 2022 all eligible Staff employees will receive their full 8 hours in ALT. These hours can be used from January 1, 2022 through December 31, 2022 (Calendar Year).

7. **Can the Staff employee use the PH as a whole day off?**

   A. No. The PH can only be taken as a half day. All Staff employees will receive 4 hours to use from July 1, 2021 through December 31, 2021.

8. **Will the Staff employee be required to use additional leave if they want to take the whole day off and request to use their PH?**

   A. Yes. The PH is granted as a half day for July 1, 2021 through December 31, 2021.

9. **Can the Staff employee take the PH in increments?**

   A. No. The PH must be taken in the same day and cannot be taken in hourly increments.

10. **Can the PH carryover into the new calendar year?**

    A. No. The PH must be taken by the employee on or before the close of business on December 31 each year, or it is forfeited.

11. **Can an Administration or Faculty employee be eligible for a PH?**

    A. No. Only Staff employees are eligible to receive a PH upon completion of their probation period.