

Regular full-time and part-time Staff employees are entitled to one personal holiday each fiscal year. For the purpose of determining eligibility for a personal holiday, a regular employee is one who has completed a probationary period without a break in service. A personal holiday is credited to eligible employees on July 1 each year, or on the date the employee completes his/her probationary period in any Staff class. A personal holiday is requested in the same manner as other types of leave and must be taken as a full day (cannot be taken in hourly increments) by the employee on or before the close of business on June 30 each year, or it is forfeited.