



OHIO  
UNIVERSITY

Human Resources

169 West Union Street  
Human Resources  
and Training Center  
Athens OH 45701-2979

TO: All Classified Staff  
FROM: Linda L. Lonsinger, Chief Human Resource Officer  
RE: Annual Personal Days Reminder  
DATE: June 1, 2011

**This is the standard annual reminder of the end of fiscal year Personal Day Reconciliation.**

The University provides a personal leave benefit to all classified employees as indicated in Policy #40.028. AFSCME and FOP Classified bargaining unit employees follow policy #40.028 as modified by Article 35(J) and 26L respectively of the Collective Bargaining Agreements. The policy states that any unused days at the end of the fiscal year are added back to an individual's sick leave balance. To accomplish this without confusion, the unused personal leave will be returned to an employee's sick leave balance and personal days for 2011-2012 will be set aside for employees with a sick leave balance of at least 120 hours for those assigned to eight-hour shifts, and 150 hours for those assigned to ten-hour shifts on July 1. **The last day to use any remaining personal hours received for the 2010-11 fiscal year is Saturday, June 18, 2011.**

All permanent and provisional, full-time, and part-time classified employees who have a sick leave balance indicated above at the pay period ending June 18, 2011, will be entitled to personal hours for the 2011-2012 fiscal year. Employees can begin using the benefit July 1, 2011 (which falls within the pay period ending July 2, 2011.)

**This is also a reminder that personal time must be used in 1 hour increments. You may not report a ½ hour, or 1 ½ hours, etc.**

If you have any questions, please contact the Human Resource Office (Records ext. 3-2096.)

LLL:jem