

Policy Title: Personal Time Policy

Policy Summary: Personal Days For Use in Addition to Other Time Off Benefits

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

Drake University provides employees with two personal days in addition to other time-off benefits.

Purpose

In order to provide flexibility to employees in meeting the demands of home, family and personal commitments, and as an added resource in the event of inclement weather, Drake University provides employees with two personal days in addition to other time-off benefits.

Scope

All regular full-time University employees will receive two personal days each fiscal year.

Policy

PERSONAL TIME

In order to provide flexibility to employees in meeting the demands of home, family and personal commitments, and as an added resource in the event of inclement weather, Drake University provides employees with two personal days (up to a maximum of 16 hours, which may be taken in one-hour increments) in addition to other time-off benefits. All regular full-time employees receive two personal days each fiscal year. The personal days are not available for carry-over from one fiscal year to the next and are not paid out upon separation of employment.

Last Review Date: January 2021

Effective Date: September 2016

Resources and Related University Policies:

- [Staff Handbook](#)
- [Faculty Manual](#)