



### **Paid Leave on Birthday**

Every employee (wage, teaching faculty, adjuncts, part time employees, staff, etc.) is entitled to one paid day off on their birthday, which must be taken on their actual birthday. If an employee's birthday falls on a weekend or a college observed holiday, the day off must be taken on the closest business day.

To be eligible for the day off, the employee must have completed at least six months of continuous employment with the college.

The employee must request the day off at least two weeks in advance and receive approval from their supervisor.

If your birthday falls on a required event (such as graduation, board meeting date, game day for coaches, etc.), please work with your supervisor to determine an alternate day.

For our professors, please work with your supervisors to provide coverage for classes with as much advance notice as possible, since this requires more complex scheduling.

If you are a 9 month or 10 month contract employee and your birthday falls during a non-contract month, you are not eligible to take leave at another time.