

Personal Leave

Hope College recognizes the need for employees to occasionally be absent from work for reasons other than personal illness or death in the immediate family. This “personal time” with pay, may be allowed by the College, if requested in advance, and approved by the employee’s supervisor. Each January 1 the employee will receive a Personal Leave accrual of 16 hours (new hire’s personal leave hours are prorated during the calendar year in which they are hired). These hours may be used during the calendar year. Hours not used by December 31 each year will not be carried forward.