

# Birthday Leave

Full-time administrative and staff employees who are scheduled to work more than 35 hours per week, 12 months per year, are eligible for birthday leave each calendar year. In accordance with the University's other leave guidelines, all leave time must have prior approval by the supervisor.

Birthday leave is added to eligible employees' accruals leave during the first payroll cycle of the calendar year. Birthday leave is encouraged to be used during the month of their actual birthday or in the months following the birthday but before December 31st . Employees with a birthday in December may contact the Payroll Manager to request a Birthday leave rollover that can be used by March 31st of the following calendar year.