

Employee Leave

PERSONAL LEAVE

Continuous Service	Accrual Rate (Monthly)	Accrual Rate (Annually)
1 month to 36 months (3 years)	12 hours per month	18 days per year
37 to 96 months (8 years)	14 hours per month	21 days per year
97 to 180 months (15 years)	16 hours per month	24 days per year
Over 15 years	18 hours per month	27 days per year

MAJOR/MEDICAL LEAVE

Continuous Service	Accrual Rate (Monthly)	Accrual Rate (Annually)
1 month to 36 months (3 years)	8 hours per month	12 days per year
37 to 96 months (8years)	7 hours per month	10.5 days per year
97 to 180 months (15 years)	6 hours per month	9 days per year
Over 15 years	5 hours per month	7.5 days per year

Note: Major/Medical leave may be used for illness or injury of an employee or member of the employee's immediate family, only after the employee has used (1) day of accrued personal or compensatory leave for each absence due to illness, or leave without pay if the employee has no accrued personal or compensatory leave. Major medical leave may be used, without prior use of personal leave, to cover regularly scheduled visits to the doctor's office or a hospital for the continued treatment of a chronic disease, as certified in advance by a physician.

BEREAVEMENT

An employee may use up to three (3) days of major medical leave for each occurrence of death in the immediate family requiring an employee's absence from work. No qualifying time or use of personal leave is required prior to use of major medical leave for this purpose. Immediate family for the purpose of this policy includes; spouse, parent, step-parent, sibling, child, step-child, grandchild, grandparent, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law. MVSU requires documentation such as an obituary or newspaper death notice, to validate this type of major medical leave.