

## **Personal days**

In accordance with the MOA that was executed on May 1, 2012, beginning this calendar year, there is an increase in personal days for some full-time unit members. The MCCC has been informed that on a system-wide basis, Friday's payroll advice slips should include the new personal day hours for each full-time unit member. If not, then the individual college will have to recorded usage until HRCMS makes the appropriate adjustments in the payroll system. I have attached the process for the usage of personal days.

### **Faculty**

Beginning January 1, 2013, all full-time faculty hired prior to July 1, 2012, shall receive one additional personal day - from 2 days (15 hours) to 3 days (22.5 hours).

Beginning January 1, 2013, all full-time faculty hired after July 1, 2012, shall receive 2 personal days (15 hours).

### **Professional Staff**

Beginning January 1, 2013, all full-time professional staff hired prior to July 1, 2012, shall receive two additional personal days - from 3 days (22.5 hours) to 5 days (37.5 hours).

Beginning January 1, 2013, all full-time professional staff hired after July 1, 2012, shall received 3 personal days (22.5 days).

**Professional staff "Off Campus" Days** - The above-referenced personal days are in addition to the three (3) "off-campus days" per fiscal year. I have attached the language regarding the usage of "off-campus" days.

Jan. 31, 2013