Expert Advice on Personal Business Days

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Adedayo: Welcome to Leading Edge Online. My name is Adedayo Adeniyi. I am the director for leadership and organization development in the Office of the Vice President for Human Resources. Joining me today is Sharon Williams. Sharon is a senior employee relations specialist. Welcome, Sharon.

Sharon: Thanks, Adedayo.

Adedayo: Today's focus is Personal Business Day Policy. Sharon, can you please share with us the principle purpose of the policy and why the policy was established.

Sharon: Personal business days were established for the administrate and professional staff for times when they need to be away from work during the actual work day and there's no opportunity for them to conduct this type of business outside of work.

Adedayo: How many personal business days does one actually accrue, or how is it accrued?

Sharon: They're eligible to use three days of personal business leave per fiscal year.
Adedayo: Is this something that the workforce is entitled to, or is this something that the supervisor can deny?

Sharon: Personal business days, employees are eligible for three days. It's not an entitlement. Certainly supervisors should do everything within their power to grant those. Both AP staff and faculty are eligible for the personal business days. They can use three days within a fiscal year. If they don't use those days, they lose them. They can use personal business days to supplement other leave. So for example, if someone has exhausted all their paid sick leave, they can use their personal business days at the conclusion of their paid sick leave.

Adedayo: Sharon, what tips would you offer the supervisors to ensure compliance with this policy?

Sharon: It's important that supervisors understand that they can't ask the employee the nature of the leave. Employees can use personal business days for critical family matters, for business transactions, those types of things. But if the employee simply requests a personal business day, the supervisor doesn't need to ask what the nature of the reason is. They should be making their decision based on a business reason as to whether or not the employee can be gone that day.

Adedayo: Sharon, what are the common errors that supervisors and employees make when implementing this policy?

Sharon: I think employees sometimes assume that personal business days are three extra days of vacation a year, which is not the case. And so supervisors need to be sure that when they're granting employees this leave, that they have a
business reason to either deny it or to approve it and to make sure the employee, it's okay for them to be gone from work.

**Adedayo:** Sharon, as we wrap things up, are there any parting thoughts that you'd like to leave with the supervisor?

**Sharon:** I think it's important that supervisors understand that Perdue provides the personal business day leave to faculty and staff so that they have time away from work to handle their business matters. It's good for the supervisor because they can plan ahead for the employee's absence in this particular case. And it's good for the employee that they don't have to use their vacation time to handle personal family crisis or business matters. So it's a win-win for everybody.

**Adedayo:** Sharon, as always, thank you so much for lending us your expert advice.

**Sharon:** Thanks.