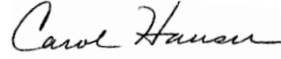


**INTER-OFFICE MEMORANDUM**  
**MIAMI UNIVERSITY**  
**Department of Human Resources**

May 26, 2009

To: All Classified Employees

From: Carol Hauser, Sr. Director of Human Resources



RE: **Personal Leave: SATSS, FOP and AFSCME Employees**

An individual's personal leave hours are determined each year with the beginning of the payroll period that includes July 1. The following describes the personal leave benefit program:

**ELIGIBILITY**

All individuals employed as of June 27, 2009.

**PERSONAL LEAVE PLAN DESCRIPTION**

Effective June 27, 2009, eligible employees will have accrued sick leave hours converted to personal leave hours in accordance with the following conversion schedule.

<b>Accrued Sick Leave Hours</b>	<b>Eligible Personal Leave Conversion Hours</b>
0 - 79 hours	0 hours
80 - 359 hours	10 hours
360 - 719 hours	14 hours
720 - 959 hours	18 hours
960 - 1199 hours	22 hours
1200 or more hours	26 hours

***Please note, you have until June 26, 2009 to use your current (2008-2009) personal leave hours.***

Any personal leave hours not utilized by June 26, 2009, will be converted back to sick leave hours. Personal leave hours are not eligible to be paid as terminal pay in the event of resignation, retirement or death.

**KRONOS**

When utilizing personal leave hours, the earn code of PLV should be in the Pay Code column of your Kronos time card and record the number of hours used in the Amount column.

If you have any questions regarding the personal leave benefit, please contact the Department of Human Resources at 529-3131.