

**Time Off Policy**

- Classes may be cancelled with pay if sufficient leave is available
- Available balances can be viewed in Employee Dashboard on RU Access
- Usage must be reported to [HR@roosevelt.edu](mailto:HR@roosevelt.edu). HR will record the usage in RAFO member's balance.

**Accrual & Allotment**

- Leave is frontloaded each teaching term.
- Accrual rate: 1 hour of paid leave and 1 hour of paid sick leave per 35 hours worked (refer to contract for earned leave per course hour)

**Paid Leave (Personal)**

- Must be used in 4-hour increments.
- Requires prior approval and typically 7 days' notice to HR and Department Chair.
- Requests may be denied due to operational or academic impact.

**Paid Sick Leave**

- May only be used for approved medical/family reasons.
- Must be used in 2-hour increments.
- Advance notice required when foreseeable; otherwise, as soon as practicable.
- Improper use may result in discipline.

**Carryover & Payout**

- Sick Leave: Up to 80 hours carry over; no payout.
- Paid Leave: Up to 16 hours carry over; unused paid leave will be paid out only: (1) when an employee is permanently non-reemployed or (2) upon request of a BU Member who is not offered an assignment within 60 days of the end of the last semester or term in which they taught.