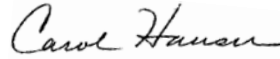


INTER-OFFICE MEMORANDUM
MIAMI UNIVERSITY
Department of Human Resources

May 23, 2011

To: All Classified Employees

From: Carol Hauser, Senior 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 25, 2011.

PERSONAL LEAVE PLAN DESCRIPTION

Effective June 25, 2011, eligible employees will have accrued sick leave hours converted to personal leave hours in accordance with the following conversion schedule.

Accrued Sick Leave Hours	Eligible Personal Leave Conversion Hours
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 24, 2011 to use your current (2010-2011) personal leave hours.

Any current personal leave hours not utilized by June 24, 2011, 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 pay code of Personal Leave 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.