

**Reference:** HUMAN RESOURCES  
**Section:** WORK RULES  
**Title:** USE OF PERSONAL LEAVE  
**Policy Number:** 04-05-05  
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**I. PURPOSE**

The purpose of this policy is to provide clarification for the use of personal leave time for all salaried non-represented employees of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority").

**II. POLICY**

Personal leave time must be used in increments of not less than one hour. Requests for personal leave should be submitted for approval, at least forty-eight (48) hours in advance. In emergency situations, an employee should notify their supervisor as soon as possible for the need of personal leave time. A leave request form must be completed to document all such time.

An employee who leaves the workplace at 12:00 noon and has approved personal leave time for the remainder of that day, shall be charged three hours personal leave time.

When an employee's normal lunch hour is between 1:00 and 2:00 PM, an employee leaving at 1:00 PM shall be charged two hours personal leave.

Lunch hours should not be adjusted merely to accommodate personal leave time requests.