



## **BIRTHDAY LEAVE POLICY**

University Advancement awards all regular, full-time, and part-time benefit-eligible employees with a day off with pay for their birthday. Any policy put into effect by Wake Forest University Human Resources will supersede this policy.

Birthday leave may be taken on any day within an employee's birth month as long as the absence is approved by the employee's supervisor prior to taking the leave.

If an employee does not take his/her birthday leave within his/her birth month, the leave is forfeited for that calendar year. The day off cannot be banked or carried over into the next fiscal year. Employees must use all 7.5 hours on the same day.

Employees must be employed two (2) months prior to their birthday.

Eligible employees request Birthday Leave as they do Paid Time Off within Workday using the code "Administrative Leave". Supervisors are responsible for ensuring the Birthday Leave is used within the birth month and that the employee has not already requested Birthday Leave for that calendar year before processing the request.