

PERSONNEL
PERSONAL TIME

Personal Time

Personal time shall cover brief absences for all full-time permanent employees to deal with a personal matter. The provisions for leave at full pay stated below shall apply during each fiscal year of service, and no unused hours shall be cumulative for use in another year. Unused personal time shall not be included in separation or retirement benefits calculations.

Personal time requires prior approval by the Department Director and may be granted by the Department Director for any of the following reasons:

- A. Recognition of a religious holiday.
- B. Marriage of employee or marriage in the immediate family.
- C. Personal business that cannot be handled outside of office hours.
- D. Employee's perception of local inclement weather conditions.
- E. Any other emergency or urgent reason not included above, if approved by the Executive Director.

Upon completion of three (3) months satisfactory service, new full-time permanent employees shall be eligible to use personal time pro-rated from their date of hire. New full-time employees must work a minimum of 12 consecutive months in order to qualify for 28 hours personal time at the beginning of each fiscal year.

Other full-time permanent employees shall be granted a total of twenty-eight (28) hours of personal time at the beginning of each fiscal year.

Authority: BD 5/79
BD 9/94
BD 9/01
BD 5/03

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