

PERSONNEL
PERSONAL TIME

Personal Time

Employees' use of leave in accordance with Policy GO/4151.1 shall be per request, and may be taken in units of one-half hour.

Employees requesting to use personal time must obtain prior approval by completing a Time-Off Request and submitting it to their Department Director. The Department Director will either approve or not approve the personal time request, and advise the employee.

New Employees

New full-time permanent employees shall accrue after three consecutive months of employment seven hours on the first day of each quarter up to a maximum of 28 hours in their first year of employment. Personal time not used by June 30 of the fiscal year will be forfeited.

New employees shall accrue personal time on a quarterly basis in the following manner:

July – September	7 hours
October – December	7 hours
January – March	7 hours
April – June	7 hours

Example: If a new employee begins work on January 1, that employee would accrue 7 hours personal time to be taken after three months of employment. Therefore, on April 1 the new employee would have accrued 14 hours personal time. The schedule above applies thereafter. The new employee must work a minimum of 12 months in order to qualify for 28 hours personal time of the next fiscal year. In this example the new employee would qualify for 28 hours personal time on July 1.

New employees who request personal time for a religious holiday or extraordinary circumstances and who have not accrued sufficient personal time hours may be advanced personal time hours from the current fiscal year, upon the approval of the Executive Director. Advanced personal hours must be taken in 7-hour increments. Notice of advanced personal hours must be communicated to the Payroll Department.

All Other Employees

All full-time permanent employees shall accrue 28 hours personal time at the beginning of each fiscal year. Personal time not used by June 30 of the fiscal year will be forfeited.

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See Also: GO/4113.2R Emergency Closings
 GO/4161R Association Holidays