

## PERSONAL TIME

**PURPOSE:** To provide paid time-off for employees to attend to personal matters of importance that they are unable to care for during non-work time.

**POLICY:** All exempt and non-exempt Staff shall be given three (3) days or twenty-four (24) hours paid time-off annually for the purpose of accomplishing personal matters.

**DATE APPROVED:** August 18, 2003

**REVISED:** July 1, 2010; September 1, 2007

### PRACTICES & PROCEDURES:

- I. Accrual During First Year of Employment
  - A. Employees shall accrue, or accumulate four (4) hours (1/2 day) per month up to a total of twenty-four (24) hours (3 days) during the first year of employment.
  - B. Employees shall be credited with this earned time on the first day of the month.
- II. Accrual In Subsequent Years of Employment
  - A. Employees shall be granted 24 hours (3 days) of personal paid time on the first day of their second and subsequent benefit year.
- III. Personal days cannot be carried over to the following benefit year.
- IV. Employees shall notify their supervisor in advance of taking a personal day at all times, unless an emergency prevents them from doing so.
- V. Personal days are not reimbursable at time of termination.
- VI. Recording Personal Time – Non Exempt
  - A. Non-exempt employees are required to record all personal hours daily as used.
  - B. Personal time may be taken on one quarter (1/4) hour increments.
  - C. Employees, who are on personal leave when time sheets are due, must complete their time sheets and submit them electronically to their supervisor prior to their departure.
- VII. Recording Personal Time –Exempt
  - A. Exempt employees are required to record all personal days used weekly.
  - B. Personal time must be used in full day increments.
  - C. Employees, who are on personal leave when their monthly time sheets are due, must complete their time sheets and submit them electronically to their supervisor prior to their departure.