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: 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 (¼) 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.