

## **SECTION 7. LEAVES AND ABSENCES**

### **7.2 PERSONAL LEAVE**

#### **ELIGIBILITY**

ALL FULL-TIME REGULAR EMPLOYEES SHALL BE ELIGIBLE FOR PERSONAL LEAVE BENEFIT.

ELIGIBLE EMPLOYEES SHALL ACCRUE PERSONAL LEAVE AT THE RATE OF 8 DAYS PER YEAR - .670 DAYS PER MONTH.

FOR PURPOSES OF THIS POLICY, A WORKDAY IS DEFINED AS THE NUMBER OF HOURS AN EMPLOYEE IS SCHEDULED TO WORK.

ACCRUAL OF PERSONAL LEAVE BEGINS WHEN HIRED IN A POSITION ELIGIBLE TO ACCRUE PERSONAL LEAVE. AN EMPLOYEE MUST WORK FOR A MINIMUM OF SIX MONTHS IN THE POSITION BEFORE BEING ELIGIBLE TO USE PERSONAL LEAVE.

THE MAXIMUM AMOUNT OF PERSONAL LEAVE AN EMPLOYEE SHALL BE ALLOWED TO USE IS DEFINED BELOW.

UNLIMITED PERSONAL LEAVE ACCRUAL MAY BE ALLOWED BUT MAY ONLY BE USED FOR PURPOSES AS LISTED UNDER A, B, AND C AS DEFINED BELOW. UNLIMITED PERSONAL TIME ACCRUAL IS TIME NOT USED FROM PREVIOUS YEAR.

#### **USE OF PERSONAL LEAVE**

PERSONAL LEAVE MAY BE USED FOR THE FOLLOWING PURPOSES. (See also Section 7.6 FMLA Leave of Absence and Sick Leave Pool Policy – Procedures)

- A. ILLNESS OR INJURY OF THE EMPLOYEE.
- B. APPOINTMENTS WITH PHYSICIANS, OPTOMETRISTS, DENTIST, AND OTHER QUALIFIED MEDICAL PROFESSIONALS; AND
- C. TO ATTEND TO THE ILLNESS OR INJURY OF A MEMBER OF THE EMPLOYEE'S IMMEDIATE FAMILY.
- D. AS NEEDED BY THE EMPLOYEE AT THE DISCRETION OF THE DEPARTMENT HEAD.

#### **NOTIFICATION**

WHERE PERSONAL LEAVE IS TO BE USED FOR MEDICAL APPOINTMENTS AN EMPLOYEE SHALL BE REQUIRED TO NOTIFY HIS/HER SUPERVISOR OF THE INTENT TO USE PERSONAL LEAVE AS SOON AS THE EMPLOYEE KNOWS OF THE APPOINTMENT.

WHERE USE OF PERSONAL LEAVE IS NOT KNOWN IN ADVANCE, AN EMPLOYEE SHALL NOTIFY HIS/HER SUPERVISOR OF THE INTENT TO USE PERSONAL LEAVE WITHIN 15 MINUTES OF THE EMPLOYEE'S NORMAL TIME TO BEGIN WORK, WHEN PRACTICABLE.

WHERE IT IS NOT PRACTICABLE TO NOTIFY THE SUPERVISOR WITHIN 15 MINUTES OF THE NORMAL STARTING TIME, THE EMPLOYEE SHOULD NOTIFY HIS/HER SUPERVISOR AS SOON AS IS REASONABLY PRACTICAL.

IF THE EMPLOYEE FEELS THAT THE SITUATION WILL CAUSE THE EMPLOYEE TO MISS MORE THAN ONE DAY OF WORK, THE EMPLOYEE SHOULD NOTIFY HIS/HER SUPERVISOR OF THE ANTICIPATED LENGTH OF ABSENCE.

## 7.2 PERSONAL LEAVE (CONTINUED)

### **DOCUMENTATION**

DOCUMENTATION REQUIREMENTS OF THIS POLICY SHALL ALSO APPLY IN SITUATIONS WHERE THE ABSENCE IS FOR CARE OF MEMBER OF THE IMMEDIATE FAMILY.

DOCUMENTATION OF ILLNESS OR INJURY MAY BE REQUIRED FOR ANY PERSONAL LEAVE USED DURING THE (2) TWO WEEKS PRIOR TO RESIGNATION OF EMPLOYMENT WITH THE COUNTY.

### **MINIMUM USE**

THE MINIMUM AMOUNT OF PERSONAL LEAVE THAT AN EMPLOYEE MAY USE AT ANY TIME SHALL BE ONE-HALF HOUR.

### **BORROWING**

EMPLOYEES SHALL NOT BE ALLOWED TO BORROW PERSONAL LEAVE AGAINST FUTURE ACCRUALS.

### **PAY AT TERMINATION**

EMPLOYEES SHALL NOT BE PAID FOR UNUSED PERSONAL LEAVE AT THE TERMINATION OF EMPLOYMENT.

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