



Personal Leave

*Created 9/6/1994
Revised 6/14/2016
Revised 7/25/2017*

All full time employees with one full year or more of consecutive employment by July 1 of each year shall be entitled to receive 32 hours of personal leave for use in the new fiscal year. All part-time employees with two full years or more of consecutive employment by July 1 of each year shall be entitled to receive 16 hours of personal leave for use in the new fiscal year. If an employee has not met the requirements by July 1 of any fiscal year, they must wait until the beginning of the next fiscal year to receive any personal days.

For example:

- Starting date of employment: October 1, 1993
- 1-year anniversary October 1, 1994
- Personal days received for fiscal year beginning July 1, 1995

All personal leave must be taken within the current fiscal year (July 1 -- June 30). Personal leave does not accumulate beyond the end of the fiscal year. If some or all of the personal leave is not used by June 30 of that fiscal year, the remaining hours will be converted to pay for each employee using their current position's salary or step rate. A check for that amount will be issued during the month of July.

Personal leave may be used in increments of not less than 15 minutes. Increments of less than 15 minutes will be counted as 15 minutes.

All non-emergency use of personal leave will be handled using the rules laid out in the Vacation Leave Scheduling policy, including requirement of advanced notice and number of staff off per department or location. Emergency use of personal leave will be handled on a case by case basis.