



## Human Resources Policies and Procedures

Policy Title: <b>Personal Leave</b>	Policy Number: 4.3
Effective: October 30, 2005	
Supersedes: 1988 Rules and Regulations #16 p.17	
Approval: <i>Carl R. Pollock</i>	Page 1 of 2

### 1.0 Scope

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried     |
| <input checked="" type="checkbox"/> Part-time | <input type="checkbox"/> Union                   |
| <input type="checkbox"/> Temporary/Contract   | <input type="checkbox"/> Independent Contractors |

*Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.*

### 2.0 Purpose

This policy governs the amount and use of personal leave.

### 3.0 Policy

Personal leave provides employees time, which could be utilized to conduct personal business or deal with family matters that may need to be carried out during regular working hours.

### 4.0 Responsibility

- 4.1 Management and Payroll will be responsible for the consistent administration of this program and ensuring compliance with the Personal Leave policy.

#### DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

- 4.2** It is the responsibility of each employee to follow this policy. Employees are responsible for recording personal leave used on his or her time sheet.

**5.0 Procedures**

- 5.1** Each July 1, all full-time regular employees shall receive thirty-two (32) hours of personal leave in each fiscal year. Part-time employees whose budgeted position status is 0.5 or more shall receive personal leave time on a pro-rated basis.
- 5.2** New employees shall receive eight (8) hours of personal leave time for each three (3) months of service in the fiscal year. Such hours will be credited to their personal leave bank as of their first pay period.
- 5.3** Personal leave must be used by June 30th, which ends the fiscal year. The employee shall forfeit any personal leave that is unused as of that time. No employee terminated for cause shall be paid for unused personal leave time.
- 5.4** Employees who wish to use their personal leave should request the time off and receive approval from his or her supervisor by noon of the working day before he or she wishes to take the personal leave time or in accordance with his or her Service Unit Specific Policy.
- 5.5** Personal leave may be taken in hourly increments by non-exempt employees, while exempt employees will be charged for personal leave in half and full day increments only.

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