

SECTION 07-07

Effective Date: July 1, 1996

PERSONAL LEAVE

All permanent/full-time Administrative Division employees are entitled to three (3) working days (24 hours) of Personal Leave with pay each County fiscal year (July 1 through June 30). Employees beginning their first year of service within the Administrative Division between January 1 and June 30 shall receive one and one-half (1.5) working days (12 hours) of Personal Leave immediately upon employment but may not use any Personal Leave until completing ten (10) full working days of employment. Employees beginning their first year of service within the Administrative Division between July 1 and December 31 shall receive one and one-half (1.5) working days (12 hours) of Personal Leave immediately upon employment, and an additional one and one-half (1.5) working days (12 hours) on January 1, but may not use any Personal Leave until completing ten (10) full working days of employment. All accrued but unused Personal Leave lapses on June 30 annually, whereon three (3) working days is granted beginning July 1 for use during the new County fiscal year. Under extenuating circumstances, the County Administrator may grant Personal Leave to a first-year employee in excess of the balance accrued but unused at the time the leave is needed up to three (3) full Personal Leave days.

Personal Leave may be used for any reason, and may be used in conjunction with all other forms of leave. Personal Leave when taken must be in increments of no less than one-half (0.5) hour. Accrued but unused Personal Leave shall not be compensated to the employee at time of termination.