

**TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**Policy**

**Section 5.13**

**PERSONAL DAYS**

Non-bargaining unit employees shall be eligible for four (4) days for personal leave, unless otherwise negotiated in the employment contract, from September 1 through August 31 each year.

1. Personal leave may be used either in full day or one (1) hour increments.
2. Unused personal leave shall be converted to sick leave at the end of the program year.
3. Employees requesting personal leave must complete the appropriate leave forms and have prior approval from their immediate supervisor.
4. Notice of approval will be given when practical.
5. New hires will receive pro-rated personal days based upon hire date during the program year.
  - Hired September – November (1<sup>st</sup> quarter)..... 4 days
  - Hired December – February (2<sup>nd</sup> quarter) ..... 3 days
  - Hired March – May (3<sup>rd</sup> quarter)..... 2 days
  - Hired May – August (4<sup>th</sup> quarter)..... 1 day

For employees leaving employment and have utilized more than one (1) personal day times the number of quarters worked, the employer shall deduct that daily rate from the last pay period.

Adopted: 6/24/85  
Revised: 2/28/94  
5/26/98  
11/23/98  
1/26/09  
Updated: 7/24/2012