

PERSONAL LEAVE

Personal leave with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use personal leave with pay as described in this policy:

*** Regular full-time employees**

The amount of personal leave with pay employees receive each year increases with the length of their employment as shown in the following schedule:

*Upon initial hire the employee is entitled to 4 personal leave hours each pay period, accrued biweekly

*After 1 year of eligible service the employee is entitled to 5 personal leave hours each pay period, accrued biweekly

*After 5 years of eligible service the employee is entitled to 6 personal leave hours each pay period, accrued biweekly

*After 10 years of eligible service the employee is entitled to 7 personal leave hours each pay period accrued biweekly

***Regular full-time 24 hour shift employees**

The amount of personal leave with pay employees receive each year increases with the length of their employment as shown in the following schedule:

*Upon initial hire the employee is entitled to 5 personal leave hours each pay period, accrued biweekly

*After 1 year of eligible service the employee is entitled to 7.5 personal leave hours each pay period, accrued biweekly

*After 5 years of eligible service the employee is entitled to 9 personal leave hours each pay period, accrued biweekly

*After 10 years of eligible service the employee is entitled to 10.5 personal leave hours each pay period accrued biweekly