

PERSONAL TIME

Full-time employees shall be entitled to receive up to twenty one (21) personal hours per fiscal year (July 1 – June 30). Employees who do not complete an entire fiscal year of regular, paid full-time employment, for whatever reason, shall be entitled to a prorated amount of personal time for that fiscal year.

Personal time shall be advanced to employees, and is available for use on the first day of the fiscal year, or on the first day of full-time employment where applicable.

Personal time should be approved in advance by the employee's supervisor(s) and the Library Director, so that it does not adversely affect the operation of the Library. Employees may use personal time primarily for an absence for reasons other than those covered by sick time or vacations. Personal time is not to be used as additional vacation time.

Personal time does not accrue beyond the fiscal year in which it is granted. Employees will lose, without compensation, amassed personal time not used within the fiscal year. Employees will not be paid for unused personal time upon separation of employment for the Library.

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