

## SECTION 5.11: EARNED PERSONAL DAYS

### A. POLICY

It is the policy of Hamilton County to provide earned personal days to employees who do not use sick leave as described in this policy.

### B. RATIONALE

Hamilton County values employees and their contributions in the work place. The earned personal days policy was implemented to reward employees who meet the sick leave utilization described herein.

### C. DEFINITIONS

1. Earned Personal Day: eight hours
  2. Eligible Employee: all full-time employees who have completed their initial probationary period.
  3. Tally Period: three four-month periods which include January 1 through April 30, May 1 through August 31, and September 1 through December 31.
  4. Sick Leave: does not include time off for the death of an employee's immediate family.
- D. An Eligible Employee who does not use any sick leave, as described in 5.11.C.4, in a Tally Period shall receive one earned personal day. The employee must be in active pay status to receive credit toward earning personal days. If an employee is on non-paid leave of absence as a result of being furloughed, it will not count against the employee in earning a personal day under this policy.
- E. Personal days shall be approved and scheduled in accordance with the workload requirements of the work unit and must be approved by the employee's supervisor.
- F. Requests for usage of Personal Days (other than for reasons of employee illness) shall be made prior to the date the requested usage is to occur by submitting a Time Off Request. Requests for Personal Days off due to insufficient sick leave shall be made upon the employee's return to work by submitting a Time Off Request.
- G. Earned Personal Days are a time-off benefit only. Earned personal days not taken as time-off within the designated time frame are forfeited. The chart below displays each tally period and the date by which the time must be taken off or be forfeited.

Effective: May 1, 2008

Revised: 12/25/08, 10/28/09, 01/01/12, 09/01/2014

<b>Tally Period and Dates:</b>		<b>Use by Date or Forfeit:</b>
1	January 1 through April 30	August 31
2	May 1 through August 31	December 31
3	September 1 through December 31	April 30

- H. Should an employee have an Earned Personal Days balance at the time of his/her termination of employment, the time will be forfeited. Earned personal days may not be used to extend termination.