



## Personal Time Benefits

### Eligibility

Personal Time with pay is granted to all regular full-time and ten-month employees. Twelve-month employees scheduled for less than 37.5 hours per week on a continuing basis are considered part-time and do not accrue sick time.

### Earning Personal Time

- Eligible regular full-time employees accrue personal days at the rate of three (3) days per year, accrued in January. Personal days may not be carried over from one year to the next and no employee is paid for unused personal time at the time of termination. New Hires will be prorated at .25 day starting the month after hire.
- Eligible regular ten-month administrators accrue personal days at the rate of two (2) over the ten-month work period. Personal days may not be carried over from one ten-month period to the next and no employee is paid for unused personal time at the time of termination. New Hires will be prorated at .2 day starting the month after hire.

### Rules

Employees must provide supervisors with as much advance notice as possible when requesting a personal day. When the employee's absence would seriously interfere with the operations of the department, a supervisor may refuse permission for the requested day and request the employee take the day at another time.