

CORPORATE POLICY

SUBJECT: Personal LeaveDays

CATEGORY: Human Resources

ORIGINAL DATE: May 13, 2004

REVIEWED DATE: August 23, 2017

REVISION DATE: ~~September 23, 2020~~
May 24, 2023

I. **POLICY:**

~~Personal leave for u~~Up to three (3) personal days ~~is~~are granted to full-time regular and part-time regular employees who work at least 1,040 hours per year. This benefit allows employees to receive paid time off to transact personal business.

II. **SCOPE:**

All Lake County Health Department and Community Health Center (LCHD/CHC) employees.

III. **PROCEDURE:**

A. Personal ~~leave is time days are discretionary and~~ granted ~~for discretionary purposes~~ to every eligible LCHD/CHC employee. ~~Three (3) days are made available on~~ January 1st of each calendar year. Employees ~~not on the payroll on January 1st, but who go placed~~ on the payroll ~~later in the year after January 1st~~, will be granted personal leavedays in accordance with the following ~~table~~:

Date of Employment or Return from Leave of Absence <u>Date of Eligible Status Change</u>	Personal Leave Days Accrued for Remainder of Calendar Year
After January 1, but before February 16	3.0
After February 15, but before April 16	2.5
After April 15, but before June 16	2.0
After June 15, but before August 16	1.5
After August 15, but before October 16	1.0
After October 15, but before December 16 (*with the exception of new hires)	0.5
After December 15, but before January 1	0

- *New Employees hired after December 1st will not qualify for personal leave days until January 1st ~~of the following year~~.
 - Part-time employees who work more than 1,040 hours per year accrue personal leave pro-rated ~~according to~~based on the number of work hours budgeted ~~to work~~ versus a 37.5-hour workweek.
- B. Employees must submit Rrequests ~~for to use~~ personal leave days ~~should be submitted to their supervisor~~ as soon as is practicable to minimize any disruption to ~~department program~~ operations. Program ~~S~~supervisors ~~may can~~ deny ~~a personal leave request if the leave a request if it would interfere~~s with the efficient and effective operations of the program, or if the employee has been disciplined in writing for poor attendance during the three months

CORPORATE POLICY

- preceding their ~~employee's~~ request ~~to use personal leave~~, unless the ~~leave is~~ requested ~~is related due~~ to a hardship or unforeseen event.
- C. Hardships ~~and or~~ ~~unforeseen events~~; ~~occur therefore~~, with supervisor approval, personal days ~~may will~~ be exempt from being counted as an unscheduled absence in such ~~unforeseen~~ emergency situations (see Attendance Policy, III.A.4). If an employee ~~doesn't show up for work and doesn't call~~ ~~is absent without first having notified their supervisor~~, that ~~would will~~ be considered an unauthorized absence and the employee will not be allowed to utilize ~~a~~ personal ~~leave day~~ for that ~~day absence~~.
 - D. An employee has the option to use personal ~~leave days~~ to cover time missed from work while ~~the employee is~~ on FMLA leave (regular or intermittent), extended medical leave of absence, or any other leave of absence granted by ~~the Health Department~~ LCHD/CHC.
 - E. Employees may not carry over unused personal ~~leave time days~~ from one calendar year to another. Personal ~~leave that is days~~ not used by December 31st will be forfeited.
 - F. Personal ~~leave days~~ can be taken, ~~as stipulated in this policy~~, after 30 ~~calendar~~ days of ~~employment~~ continuous service.
 - G. Personal ~~leave shall days can~~ not be taken in less than one quarter (1/4) hour increments.
 - H. Employees ~~may are~~ not ~~allowed to~~ use personal ~~leave days~~ to cover sick leave time, if the employee has ~~available~~ sick leave ~~available to use~~.
 - I. Unused personal ~~leave days~~ will not be paid out when an employee terminates employment with LCHD/CHC.

IV. REFERENCES:

None

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____

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I. POLICY:

Up to three (3) personal days are granted to full-time regular and part-time regular employees who work at least 1,040 hours per year. This benefit allows employees to receive paid time off to transact personal business.

II. SCOPE:

All Lake County Health Department and Community Health Center (LCHD/CHC) employees.

III. PROCEDURE:

- A. Personal days are discretionary and granted to every eligible LCHD/CHC employee on January 1st of each calendar year. Employees placed on the payroll after January 1st will be granted personal days in accordance with the following:

Date of Employment or Date of Eligible Status Change	Personal Days for Remainder of Calendar Year
After January 1, but before February 16	3.0
After February 15, but before April 16	2.5
After April 15, but before June 16	2.0
After June 15, but before August 16	1.5
After August 15, but before October 16	1.0
After October 15, but before December 16 (*with the exception of new hires)	0.5
After December 15, but before January 1	0

1. *New employees hired after December 1st will not qualify for personal days until January 1st.
 2. Part-time employees who work more than 1,040 hours per year accrue personal leave pro-rated based on the number of work hours budgeted versus a 37.5-hour workweek.
- B. Employees must submit requests to use personal days to their supervisor as soon as is practicable to minimize any disruption to program operations. Program supervisors can deny a request if it interferes with the efficient and effective operations of the program, or if the employee has been disciplined in writing for poor attendance during the three months preceding their request, unless the request is related to a hardship or unforeseen event.
- C. Hardship or Unforeseen Event: with supervisor approval, personal days will be exempt from being counted as an unscheduled absence in such emergency situations (see Attendance Policy, III.A.4). If an employee is absent without first having notified their supervisor, that will be considered an

CORPORATE POLICY

unauthorized absence and the employee will not be allowed to utilize a personal day for that absence.

- D. An employee has the option to use personal days to cover time missed from work while on FMLA leave (regular or intermittent), extended medical leave of absence, or any other leave of absence granted by LCHD/CHC.
- E. Employees may not carry over unused personal days from one calendar year to another. Personal days not used by December 31st will be forfeited.
- F. Personal days can be taken after 30 days of continuous service.
- G. Personal days cannot be taken in less than one quarter (1/4) hour increments.
- H. Employees are not allowed to use personal days to cover sick leave time if the employee has sick leave available.
- I. Unused personal days will not be paid out when an employee terminates employment with LCHD/CHC.

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