

## CORPORATE POLICY

**SUBJECT: Personal Leave**

**CATEGORY: Human Resources**  
**ORIGINAL DATE: May 13, 2004**  
**REVIEWED DATE: August 23, 2017**  
**REVISION DATE: September 23, 2020**

### I. **POLICY:**

Personal leave for up to three (3) days is 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 employees

### III. **PROCEDURE:**

1. Personal leave is time granted for discretionary purposes to every eligible Health Department employee. Three (3) days are made available January 1<sup>st</sup> of each calendar year. Employees not on the payroll on January 1<sup>st</sup>, but who go on the payroll later in the year, will be granted personal leave in accordance with the following table:

Date of Employment or Return from Leave of Absence	Personal Leave Days Accrued for Remainder of Calendar Year
After January 1, but before February 16	3
After February 15, but before April 16	2.5
After April 15, but before June 16	2
After June 15, but before August 16	1.5
After August 15, but before October 16	1
After October 15, but before December 16	0.5
After December 15, but before January 1	0

\*NOTE: Employees hired after December 1<sup>st</sup> will not qualify for personal leave until January 1<sup>st</sup> of the following year.

Part-time employees who work more than 1,040 hours per year accrue personal leave pro-rated according to the number of hours budgeted to work versus a 37.5-hour workweek.

2. Requests for personal leave should be submitted as soon as practicable to minimize any disruption to department operations. Program Supervisors may deny a personal leave request if the leave would interfere with the efficient and effective operations of the program. A request for personal leave may be denied if the employee is on a formal coaching plan, disciplinary action or has been disciplined in writing for poor attendance during the three months preceding the employee's request to use personal leave.

**Commented [MLJ1]:** This seems to imply that personal leave may be denied if the employee is "on disciplinary action." What disciplinary consequences would qualify? If an employee had been demoted during the year? If they had been suspended? Given a written warning for performance deficiencies?

Personal leave is at least in part intended for "hardships and unforeseen events." I don't think that an employee who is having performance issues should be denied leave for hardships or unforeseen events. Imagine telling an employee that they can't take a personal day to have a plumber come out to replace a water heater and clean up their flooded their basement because they got a prior written warning for poor performance.

Also, I don't think it is fair to deny an employee the ability to address hardships or unforeseen events because it will affect program efficiency. Again, apply the water heater scenario.

To address these concerns, my suggestion is that the policy should be:

Program Supervisors may deny a personal leave request if the leave would interfere 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 the employee's request to use personal leave, **unless the leave is requested due to a hardship or unforeseen event.**

**Commented [OLA2R1]:** Disciplinary action is individual/situational and do not believe all scenarios need to be addressed in a policy about Personal Leave. As a reader, I understand this section written. That restricting use of personal leave MAY be part of a coaching plan, disciplinary action, etc... By this time HR is highly involved.

**Commented [OLA3R1]:**

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Hardships and unforeseen events occur therefore, with supervisor approval, personal days may 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, that would be considered an unauthorized absence and the employee will not be allowed to utilize ~~a~~ personal leave for that day.

3. An employee has the option to use personal leave 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.
4. Employees may not carry over unused personal leave time from one calendar year to another. Personal leave that is not used by December 31st will be forfeited.
5. Personal leave can be taken, as stipulated in this policy, after 30 calendar days of employment.
6. Personal leave shall not be taken in less than one quarter (1/4) hour increments.
7. Employees may not use personal leave to cover sick leave time, if the employee has available sick leave to use.
8. Unused personal leave 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: \_\_\_\_\_

**Commented [MLJ4]:** What if an employee is trying to build sick leave up to 30 days to cover short term disability? Could the policy say that "employees with 30 or more days of sick leave banked may not..." If they have <30 hours, there is no payout concern on termination of employment. It also seems unenforceable. Just my thoughts...

**Commented [OLA5R4]:** This is problematic to track/enforce. Plus there area legitimate scenarios for using P-time before SL.

**Commented [OLA6R4]:**