

CORPORATE POLICY

SUBJECT: Personal Leave	CATEGORY: Human Resources ORIGINAL DATE: May 13, 2004 REVIEWED DATE: August 23, 2017 REVISION DATE: September 23, 2020
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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 (LCHD/CHC) employees.

III. PROCEDURE:

- A. Personal leave is time granted for discretionary purposes to every eligible LCHD/CHC employee. Three (3) days are made available January 1st of each calendar year. Employees not on the payroll on January 1st, 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	3.0
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	0.5
After December 15, but before January 1	0

1. Employees hired after December 1st will not qualify for personal leave until January 1st of the following year.
 2. 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.
- B. 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, 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.
- C. Hardships and unforeseen events occur therefore, with supervisor approval, personal days may be exempt from being counted as an unscheduled

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- 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 personal leave for that day.
- D. 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.
 - E. 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.
 - F. Personal leave can be taken, as stipulated in this policy, after 30 calendar days of employment.
 - G. Personal leave shall not be taken in less than one quarter (1/4) hour increments.
 - H. Employees may not use personal leave to cover sick leave time, if the employee has available sick leave to use.
 - I. 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: _____