

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.13

PERSONAL DAYS

Non-bargaining unit employees shall be eligible for four (4) days for personal leave, unless otherwise negotiated in the employment contract, from July 1st through June 30th each year.

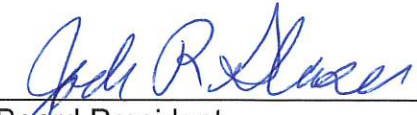
1. Personal leave may be used either in full day or one (1) hour increments.
2. Unused personal leave shall be converted to sick leave at the end of the program year.
3. Employees requesting personal leave must complete the appropriate leave forms and have prior approval from their immediate supervisor.
4. Notice of approval will be given when practical.
5. New hires will receive pro-rated personal days based upon hire date during the program year.
 - Hired July – September (1st quarter)..... 4 days
 - Hired October – December (2nd quarter)..... 3 days
 - Hired January – March (3rd quarter)2 days
 - Hired April – June (4th quarter)..... 1 day

For employees leaving employment and have utilized more than one (1) personal day times the number of quarters worked, the employer shall deduct that daily rate from the last pay period. Employees leaving the program are **not** entitled to any form of compensation for unused personal days.

Adopt: 6/24/1985
 Revised: 2/28/1994
5/26/1998
11/23/1998
1/26/2009
 Updated: 7/24/2012
1/22/2024



 Superintendent



 Board President