

PERSONAL TIME OFF

Eligibility:

Eligible employee classification(s):

Regular full-time employees

Regular part-time employees who work a minimum of 18 hours per week (pro-rated benefit)

Accrual:

Employees with less than ten (10) years of active service earn one personal day off for each four (4) consecutive calendar months of active employment.

Employees with more than ten (10) years of active service earn one personal day off for each three (3) consecutive calendar months of active employment.

In addition, employees who maintain an accrual of at least 75 days of sick leave shall earn one personal day for each six consecutive months of active employment during which he/she uses no sick leave.

Conditions:

Use of personal time off shall be mutually agreed upon by the department director and the employee. It is agreed that in any case of emergency a personal day may be taken, in which case the employee shall notify the town prior to the start of your workday.

Personal days are to be taken in no less than one hour increments.

Each June employees have the option of taking one day's pay in lieu of an accrued but unused personal day.

Personal days may be carried over into the new fiscal year in instances where vacation days including personal days do not exceed the two week carry over limit.

ADOPTED:	Union Contract/Past Practice
AMENDED:	Personnel Board 6/13/2000 Personnel Board 9/13/2000
APPROVED:	
ATTACHMENT:	
FORM:	

The terms of collective bargaining agreements supercede any provisions of any personnel policies the town establishes. If a collective bargaining agreement is silent on a topic or a subject matter within a topic these policies are intended to apply. Where the provision of a collective bargaining agreement between the town and a union conflict with a provision of a town personnel policy, the collective bargaining agreement provision will govern for those employees covered by the agreement.