

3.09 PERSONAL LEAVE

A maximum of twenty-four (24) hours or **three (3) days**, will be allowed with pay for personal leave on a year-to-year basis (calendar year) only. Full-time employees shall be paid at the regular salary rate for time on leave when warranted by unforeseen circumstances not otherwise provided for in this policy. The Department Head will determine the qualification of the emergency on a case-by-case basis. The decision of the Department Head shall be final.

Additional time, if allowed by the Department Head, will be charged to vacation, compensatory time-off, or time-off without pay.

Equitable Allocation for Shift Workers:

To ensure fairness among employees working different shifts, the allocation of personal leave hours will be adjusted according to the employee's shift schedule. Employees working 8-hour shifts will receive 24 hours of personal leave annually, which equates to 3 working days. Employees working 12-hour shifts will receive 36 hours of personal leave annually, which equates to 3 working days. Employees working 24-hour shifts will receive 72 hours of personal leave annually, which equates to 3 working days.

Accrual for New Employees:

New employees will be given personal leave hours after 90 days of employment. After the initial 90-day period, employees will accrue personal leave on the 1st of January every year, moving forward.