

# Stark County Board of Developmental Disabilities

Policy 4.12 Personal Days	Effective: 11/24/17
Chapter 4: Human Resources	Page 1 of 1

## PERSONAL DAYS

### POLICY

Personal days are an employment benefit in the form of paid time off. Each July 1st, full-time employees, or part-time employees working thirty (30) or more hours per week, shall be granted, annually, the equivalent of two (2) personal days. New employees hired prior to March 31<sup>st</sup> shall be granted one (1) personal day per program year. New employees hired on March 31<sup>st</sup> or thereafter will receive no personal day for that program year.

An additional personal day may be earned by employees if they meet the guidelines of the Perfect Attendance Program as defined in Board Policy and per the labor agreements.

Eligible employees have the option to receive a personal day (or days) in the form of a payout, in lieu of taking the day off.

Employees represented by a labor agreement are required to follow the language contained in their respective labor agreements regarding the awarding and use of a personal day (or days).

Historical Resolution Information		Reviewer(s):
<b>Date</b>	<b>Resolution Number</b>	Director of Human Resources
09/23/11	09-81-11	
09/27/14	09-59-14	
10/24/17	10-44-17	