

Stark County Board of Developmental Disabilities

Policy 4.12 Personal Days	Effective: 4/23/21
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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 31st shall be granted one (1) personal day per program year. New employees hired on March 31st 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.

Successful completion of the annual Employee Wellness Program results in the awarding of one (1) personal day to the employee. One (1) personal day is also awarded to an employee for achieving a service milestone. Employees are first recognized at five (5) years of service and then for every five (5) years thereafter.

Personal days awarded for wellness or years of service are not eligible for payout.

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):
Date	Resolution Number	Director of Human Resources
10/24/17	10-44-17	
1/26/21	01-08-21	
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