

**CITY OF COOPER CITY
HUMAN RESOURCES DEPARTMENT**



**PERSONAL DAYS POLICY
POLICY #02-007**

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.

Revision	Date	Description of Change
1		Initial release

APPROVALS

Human Resources Director

Date

City Commission

Date



City of Cooper City City Policies and Procedures

SUBJECT	Personal Days
POLICY #	02-007
City Commission Approval	

Policy:

All full-time employees accrue five (5) personal days per year on October 1 of each year. Employees may utilize personal leave upon prior notification to and authorization by their Department Director. This benefit must be used in the twelve-month period and does not accrue from year to year. Unused personal time cannot be cashed out upon termination or any other circumstances.