

PERSONAL DAYS: (added May 13, 2019)

Personal days are available for employees to be absent from work to attend to personal business, which cannot be handled outside of working hours. Employees should discuss in advance any such needs with their supervisor to obtain approval. Requests for personal leave must be given to the Supervisor with reasonable notice. Personal days may be taken only in such a manner, as it will not disrupt City operations.

Full-time, Non-union employees are eligible for (2)* personal days on an annual basis at the beginning of the calendar year and will be paid at the regular wage and scheduled hours at the time taken.

*Effective May 1, 2019 one (1) day available to use until December 31, 2019

*Effective January 1, 2020 two (2) days available to use until December 31, 2020 and every year after on a calendar year basis.

For exempt employees, use of personal days is recorded only if the employee is absent for at least one-half of one day or more (e.g., four hours). For non-exempt, hourly employees, personal time may be taken in hourly increments.

Personal days must be used before the end of the fiscal year during the year they are eligible and are not accumulated, carried over to the next year, or paid out upon termination.

EXECUTIVE LEVEL PERSONAL LEAVE

DAYS – 5**

**Total # of hours in a day are based on the hours worked in a work normal day by position

Personal Hours do not carry over or accumulate, they are intended to be used in the year in which they are received.