

SECTION 5.11: EARNED PERSONAL DAYS

A. POLICY

It is the policy of Hamilton County to provide earned personal days to employees who do not use sick leave as described in this policy.

B. RATIONALE

Hamilton County values employees and their contributions in the work place. The earned personal days policy was implemented to reward employees who meet the sick leave utilization described herein.

C. DEFINITIONS

1. Earned Personal Day: eight hours
 2. Eligible Employee: all full-time employees who have completed their initial probationary period.
 3. Tally Period: three four-month periods which include January 1 through April 30, May 1 through August 31, and September 1 through December 31.
 4. Sick Leave: does not include time off for an FML approved absence or time off for the death of an employee's immediate family.
- D. An Eligible Employee who does not use any sick leave in a Tally Period shall receive one earned personal day. The employee must be in active work status to receive credit toward earning personal days (e.g. periods of non-paid leave of absence do not count). If an employee is on non-paid leave of absence as a result of being furloughed, it will not count against the employee in earning a personal day under this policy.
- E. Personal days shall be approved and scheduled in accordance with the workload requirements of the work unit and must be approved by the employee's supervisor.
- F. Requests for usage of Personal Days (other than for reasons of employee illness) shall be made in writing prior to the date the requested usage is to occur using the Request for Leave form (HR005). Requests for Personal Days off due to insufficient sick leave shall be made in writing upon the employee's return to work using the Request for Leave form (HR005).
- G. Effective September 1, 2009, Earned Personal Days are a time-off benefit only. Earned personal days not taken as time-off within the designated time frame are forfeited. The chart below displays each tally period and the date by which the time must be taken off or be forfeited.

Effective: May 1, 2008

Revised: 12/25/08, 10/28/09

Tally Period and Dates:		Use by Date or Forfeit:
1	January 1 through April 30	August 31
2	May 1 through August 31	December 31
3	September 1 through December 31	April 30

NOTE: Earned Personal Days that were earned during the period of January 1, 2009 through August 31, 2009 (Tally Periods 1 and 2 of 2009) may be taken as either time-off prior to 12-31-2009, or be paid out. In the event an employee terminates employment, earned but unused Earned Personal Days from Tally Periods 1 and 2 of 2009 will be paid out.

- H. Should an employee have an Earned Personal Days balance at the time of his/her termination of employment, the time will be forfeited. Earned personal days may not be used to extend termination.