

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 the death of an employee's immediate family.
- D. An Eligible Employee who does not use any sick leave (including sick leave designated as FML) in a Tally Period shall receive one earned personal day. The employee must be in active pay status to receive credit toward earning personal days. 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 prior to the date the requested usage is to occur by submitting a Time Off Request. Requests for Personal Days off due to insufficient sick leave shall be made upon the employee's return to work by submitting a Time Off Request.
- G. 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, 01/01/12, 09/01/14, 07/19/17

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

- 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 employment.