

**LUCAS COUNTY, OHIO
BOARD OF COMMISSIONERS**

NUMBER: 43c

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TITLE: PERSONAL LEAVE

**PERSONNEL X
ADMINISTRATIVE**

**RESOLUTION
NO: 21-593**

**EFFECTIVE
DATE: JULY 13, 2021**

**TYPE:
POLICY X
PROCEDURE X**

**SUPERSEDES:
POLICY # 43b
PROCEDURE #**

I. SCOPE

This policy applies to all non-bargaining unit employees under the appointing authority and jurisdiction of the Board of Lucas County Commissioners.

II. PURPOSE

This policy is provided for the purpose of providing flexibility in the event of a planned or emergency absence from work that isn't covered by accrued vacation.

III. POLICY

The Lucas County Board of Commissioners provides its employees with personal days to meet personal and individual needs. Full-time employees will be provided with four (4) personal days (32 hours) during the calendar year in which employment began (except as provided below), and for each year following the first calendar year of employment. Part-time employees who work at least twenty (20) hours per week will be provided with eight (8) hours of paid personal leave during the calendar year in which employment began (except as provided below), and for each year following the first calendar year of employment. Personal leave may be taken after the first thirty (30) days of employment with prior approval. However, if an employee is hired on or after December 1st in a calendar year, then the employee will receive eight (8) hours of paid personal leave for that calendar year, to be used between Christmas and New Year's Eve. Use of any Personal Days Leave must be approved in advance, except in cases of emergency.

An additional two (2) Personal Days (16 hours) may be converted annually from accrued but unused sick leave by the employee if they have more than one hundred forty-four (144) hours of accrued sick leave after the first pay of the year, or an additional four (4) Personal Days (32 hours) may be converted if they have more than two hundred eighty-eight (288) hours of accrued sick leave after the first pay of the year.

All Non-COVID Personal Days/Hours must be used within the calendar year they were granted; they DO NOT "roll over" to the following year, nor will Personal Days be "cashed out" except in the case of an employee being laid off.


However, COVID Personal Hours (those hours earned during the time that the Temporary COVID-19 Operations Plan was in effect, up until June 30, 2020) will be permitted to be carried over from year to year until they have been exhausted or the employee leaves employment. COVID personal hours will also not be "cashed out" except in the case of an employee being laid off.

Personal days/hours may be used in any increment—full day, half-day, or any portion thereof.

IV. PROCEDURE

Employees must submit a request to use personal leave in the normal manner to request leave in their department. The request must indicate the start and end times and date(s) of the leave. The request must be submitted in advance (except in the case of a documented emergency, in which case a verbal request will suffice until the employee can submit the written request, as soon as possible) and must be approved by the immediate supervisor.

Departments are responsible for maintaining records of personal leave usage and employee balances.



Signature of County Administrator

07/19/2021

Date

Date: July 13, 2021

Resolution No. 21-593

Title: Amendment of Personal Leave for Non-Bargaining Unit Employees Policy (Policy #43b) of the Board of Lucas County Commissioners

Department/Agency: Human Resources

Contact: Brian Cunningham

Summary/Background: Bereavement/funeral leave for bargaining unit employees is negotiated into collective bargaining agreements. For non-bargaining unit employees under the appointing authority of the Board of County Commissioners, Policy 43b provides guidance addressing this topic. This amendment to current policy incorporates various changes that were recently negotiated into collective bargaining agreements regarding when an employee can use personal leave and how personal leave is addressed for part-time employees.

Budget Impact:

Statutory Authority/ORC: ORC 124.38

Commissioner Byers offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

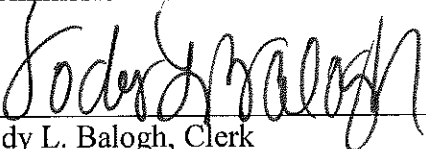
Section 1. The "Personal Leave" policy is hereby amended as found in the attached copy.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

Action Taken:

Commissioner Byers voted yes
Commissioner Gerken voted yes
Commissioner Skeldon Wozniak voted yes



Jody L. Balogh, Clerk