

Board of Lucas County Commissioners



TITLE: Personal Leave

POLICY NUMBER: 43d

RESOLUTION NUMBER: 2024-915

SUPERSEDES POLICY: 43c

EFFECTIVE DATE: December 3, 2024

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I. SCOPE

This policy applies to all employees under the appointing authority and jurisdiction of the Board of Lucas County Commissioners, subject, where applicable, to collective bargaining agreements.

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 five (5) personal days (40 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 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 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.

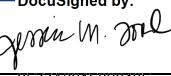
Personal days/hours may be used in any increment-full day, half-day, or any portion thereof.

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.

DocuSigned by:


Signature of County Administrator

12/19/2024

Date

Revision History: Policy # 43c, Resolution 2021-593, Passed July 13, 2021
Policy # 43b, Resolution 2020-518, Passed June 30, 2020
Policy # 43, Resolution 2016-857, Passed October 18, 2016