

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Personal Leave

ADMIN 1-329

BOARD

SECTION: 300 – Employee Benefit Policies

Approved: 11/15/18

POLICY

The library provides paid personal leave to benefit-eligible employees to be used at the discretion of the employee, with prior approval of the supervisor. Personal leave is awarded at the beginning of each calendar year and must be taken before the end of the calendar year.

Personal leave will be pro-rated for new employees and will be awarded on the first of the month following the date of hire.

Mid-year changes in FTE will not affect the amount of the award. Employees may use personal leave during their initial probation period.

Full-time employees will be granted three personal days each year. Part-time employees are granted personal days on a pro rata basis, based on their budgeted FTE, as shown in the chart below.

Personal Leave Hours Accrued Per Year

<u>Full-Time</u>	<u>3/4-Time</u>	<u>Half-Time</u>
24	18	12

All unused personal leave is forfeited at the end of the year.