



Unified Government Human Resources Guide

Effective 01-01-11

PERSONAL LEAVE

- I. General: It is the policy of the Unified Government to allow employees to annually convert a limited amount of sick leave to personal leave.
- II. Policy
 - A. Full-time regular employees may convert up to 24 hours of sick leave to personal leave per calendar year. Part-time A employees may convert 12 hours to personal leave. Twenty-four hour shift Fire Department Command Officers may convert up to 60 hours of sick leave to personal leave per calendar year.
 - B. Sworn Police, Sheriff and Fire Department Command Officers at the Chief's/Sheriff's discretion may take personal leave with pay. This personal leave shall not exceed five days and will be charged to the individual officer's accumulated sick leave.
 - C. Personal leave will be deducted from the employee's accrued sick leave. Unused personal leave cannot be carried over from year to year, but will continue to accrue in the form of sick leave.
 - D. Personal leave may be used in increments of one-fourth hour.
 - E. Personal leave will not be considered a sick leave use when calculating sick leave buy-back.
 - F. Use of personal leave must be pre-approved by the department, except that the department may permit an employee to use personal leave without notice in case of emergency.
- III. Special Personal Leave
 - A. Employees subject to unpaid furlough days during the 2009 and 2010 budget years will receive special personal leave hours as follows:
 1. Full-time employees who took 15 days (120 hours) of furlough time off without pay from October 1, 2009 to December 31, 2010 will receive 24 hours of special personal leave on January 1, 2011.
 2. Part-time A employees who took 60 hours of furlough time off without pay from October 1, 2009 to December 31, 2010 will receive 12 hours of special personal leave on January 1, 2011.
 - B. In all circumstances, use of special personal leave must be pre-approved by the department.
 - C. Unused special personal leave will be carried over from year-to-year and will be paid out upon separation from employment.

RELATED POLICIES: 5.1 Sick Leave

RELATED FORM(S): Leave Request Form