

## **SECTION 11.2 PERSONAL LEAVE**

Subject to the approval of the Department Head/Elected Official, regular employees may be granted personal time off with pay for a period not to exceed two (2) days (16 hours). These 16 hours should normally be used for non-medical appointments, such as parent-teacher conferences, personal business that employees are unable to conduct during normal working hours because of work schedules, events such as school plays, etc., and time off to vote. However, in certain circumstances Personal Leave may be used for Family Medical Leave purposes. Employees must schedule personal time off at least 24 hours in advance. Personal leave does not accrue from year to year and unused personal leave will not be paid upon separation from the County. Personal leave will not be counted as hours worked for the purposes of calculating overtime. Personal leave may not be used until the employee successfully completes the initial 90-day orientation period.