

Policy & Procedure

Policy Title: Personal Leave

Policy Number: 308

Policy:

It is the policy of Arc Human Services to provide paid personal time to eligible full-time and part-time employees. Personal time is offered on an annual basis dependent on tenure and department.

Administration of Personal Leave:

- Personal leave of regular employees is accrued according to each employee's classification as full or part-time as well as their tenure and department. Personal time may be accrued and/or carried from one year to the next up to the corresponding maximum (see Policy #311). Accrual will only continue when maximum personal time is utilized.
- No payment will be made for any unused accrued personal time upon separation of employment. Once an employee gives their notice of resignation, they are not permitted to use benefit time, including personal leave.

Personal Leave Use:

- Personal Leave requests must be made in advance to your immediate supervisor prior to using these hours to ensure adequate staff coverage. Your immediate supervisor must approve all use of personal time.
- If the use of these hours will be during a holiday, a two-week notice is required to ensure adequate staffing. Personal leave may be taken in blocks of time up to or equal to the employee's regularly scheduled shift unless otherwise approved by the department director. Personal time requests that incur a negative accrual balance may only be approved by the Department Director and Human Resources,
- Employees who need to leave their shift early due to uncontrollable circumstances should request permission from their immediate supervisor to leave. If the supervisor approves this early dismissal the employee may use personal leave benefits for the remainder of their shift.
- During an employee's probationary period, no personal leave may be used without prior approval from their supervisor.
- Personal leave hours used are not included in determining actual hours worked when overtime is computed.

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