

PERSONAL LEAVE

**SOURCE: OHIO ADMINISTRATIVE CODE 123:1-32-07 & OCSEA/AFSCME
BARGAINING UNIT AGREEMENT ARTICLE 27**

CONTACT: OFFICE OF EMPLOYEE SERVICES

Personal Leave Policy:

1. Employees who give 48 hours notice to their supervisor shall be granted personal leave. In an emergency the request shall be made as soon as possible and the supervisor will respond promptly. The leave shall not be unreasonably denied.
2. Employees may use personal leave in minimum units of one-tenth of an hour.
3. Full-time permanent exempt employees are credited with 32 hours of personal leave annually during the pay period that includes December 1.
4. Non-exempt employees are credited with eight hours the 1st pay day after the first day of January, April, July, and October of each year.
5. Part-time employees accrue personal leave on a pro-rated basis each pay.
6. Each year employees may convert personal leave to cash or sick leave which will be reflected in the first pay received in December. Any personal leave over 40 hours will automatically be paid.
7. Personal leave may not be used to extend employees date of resignation or retirement.
8. Newly accrued personal leave is not available for use until it appears on the employee's earning statement and on the date the funds are made available.

11/06