

EARLY LEARNING COALITION OF OSCEOLA COUNTY

PERSONAL TIME OFF

ITEM: 206C.65

EFFECTIVE DATE: 3-23-06

REVISED: 08-14-2017

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POLICY STATEMENT

Employees are expected to take care of personal business outside of working hours. When this is not possible, employees may request personal time off. Allowable personal business may include, but not be limited to, funerals of immediate family members; appointments (medical, dental, legal or other business related appointments) that cannot be scheduled other than during the employee's workday, emergency situations such as mechanical issues with the employee's vehicle, car accident related business, voting, etc.

PROCEDURE

Written notice of the employee's request should be given to the employee's immediate supervisor at least four (4) days in advance, unless it is an emergency. In the event of an emergency, the employee should notify their immediate supervisor as soon as the employee recognizes that time off will be needed. If a series of appointments must be scheduled, employees should discuss their case with their immediate supervisor.

Personal time off will only be granted if the employee has met the work requirements of their position and has met the accrual minimum as demonstrated below. Personal time off begins to accrue on the first day of employment and the employee may begin to utilize this time on the first day of the month following the first thirty (30) days of employment.

Employees will not be allowed to accrue personal time off in excess of the amount earned in an eighteen (18) month period. Personal time off or the full use of personal time off previously accrued by the employee is not guaranteed. The employee's immediate supervisor shall make the final decision on a case-by-case basis regarding approval of each request. If personal time off is not approved by the employee's immediate supervisor, the employee may request vacation time to attend to their personal business.

Personal time off accrues as follows:

<u>REGULAR WORK WEEK</u>	<u>ACCRUAL PER PAY PERIOD</u>
40 hrs.	.62 hrs.
35 hrs.	.54 hrs.
30 hrs.	.46 hrs.

PARTIES AFFECTED

Current Coalition employees

ASSOCIATED DOCUMENTS / FORMS

Leave Request Form