

### **III. TIME OFF BENEFITS**

#### **C. PERSONAL LEAVE**

In addition to providing paid time off for City designated holidays, the City permits full-time and part-time regular employees (other than Fire Medical staff) to take up to two paid personal days for personal business that cannot be taken care outside of regular business hours and for religious observances, ethnic holidays, and other events of personal significance. Two personal days is equivalent to 16 hours. Shift employees in the Utilities department may receive up to 24 hours of personal leave. Part-time regular employees are pro-rated.

Notice of the intent to observe a personal day must be given to the immediate supervisor at least one week before taking that day off, except in emergency situations. The supervisor considers workload priorities in determining whether to approve such requests; however, full consideration is given to requests for holidays of religious significance where a reasonable accommodation is possible.

Eligible employees may take personal leave beginning the first of the month following 30 days of employment. Personal leave must be used by the last day of the final pay period of the year. There shall be no carry-over of personal leave from year to year. There shall be no payment for unused personal leave at the end of any calendar year. Unused personal days for the current year will be paid at separation of employment.

Police and Fire Medical employees who receive personal days within their Memorandum of Understanding are not eligible for these two personal days of leave. Police receives one additional personal day in addition to these two personal days. Fire Medical personnel are not eligible for Personal Leave as defined above, but are granted 2-6 Kelly days based on length of service.