

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0029 **Subject:** Personal Leave Day(s)
Effective Date: 10-01-85 **Last Revision:** 09-01-09
Person Responsible: Human Resources Coordinator

Approvals/Date: Brent D. Ban 12/11/17 [Signature] 12/11/17
Superintendent, WCBDD Date Board President, WCBDD Date

Employees who are classified as full time, working 55 hours or more bi-weekly, 261 working days per year minimum, shall be granted three (3) Personal Leave Days.

Employees who are classified as seasonal are those working less than 261 days per year and those employees who are part time work less than 55 hours bi-weekly, and more or less than 261 days per year shall be granted two (2) Personal Leave Days.

The Wood County Board of Developmental Disabilities shall adopt guidelines for the usage of Personal Leave Day(s).

Personal Leave Day(s) are granted for use to the Board employees at their discretion upon the approval of the appointing authority or his/her designee. Employees are encouraged to use Personal Leave for:

1. Mandatory court appearances
2. Legal or business matters
3. Family emergencies
4. Unusual family obligations
5. Medical appointments
6. Weddings
7. Religious holidays
8. Other matters of a personal nature

References: Ohio Revised Code 5126.05

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