Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: **Effective Date:** 02-ALL-ALL-0179 (HR)

Subject: Last Revision: 07-03-88

Person Responsible:

Human Resources Coordinator

Approvals/Date:

Superintendent, WCBDD

Department Director

Date

Personal Leave Time Request and Usage

11-21-2023

The following definitions will apply:

Calamity Day - Any day which has been declared due to inclement weather or other emergency (i.e., Water main break, heating malfunction) by Superintendent which thereby eliminates or delays services provided by certain school and transportation staff. Day - Defined as the employee's established average hours worked per day based upon the total bi-weekly hours divided by ten (10). Emergency Day - Any day during which the Wood County Public Offices or the Governor of the State of Ohio or the Superintendent of the Wood County Board of DD has proclaimed that an emergency exists.

Calendar Year - January 1st through December 31st of the same year.

Group 1 - Twelve (12) month Board employees who work in a position with 60 or more regular scheduled hours bi-weekly, excluding School Paraprofessionals who are contracted to work 207 days per year.

Group 2 - Twelve (12) month Board employees who work in a position less than 60 regular scheduled hours bi-weekly. Nine (9) month Intervention Specialists who are scheduled more that 60 hours biweekly and are contracted to work 185 days per year.

- 1. Eligible employees shall be granted personal leave time, which shall be placed to their credit at the beginning of the calendar year. Group 1 shall have three (3) days and Group 2 shall have two (2) days.
- 2. New eligible employees may request usage of personal leave time following ninety (90) calendar days from the employee's hire date. This personal leave time will be placed to their credit after this waiting period. In the first year of employment, if the date of earned personal leave falls during the holiday program closing, the employee can use their personal leave time on the last workday of the year.
- 3. Eligible employees hired after May 1 of the calendar year shall have their personal leave time pro-rated. Group 1 shall have two (2) days and Group 2 shall have one (1) day.
- 4. Eligible employees hired between September 1 and September 30 of the calendar year shall have their personal leave pro-rated. Group 1 shall have one (1) day and Group 2 shall have no (0) days.
- 5. Employees hired October 1 or after do not receive personal leave time for that calendar year.
- 6. Any change to an employee's hours and/or employment status shall affect the number of hours which is available for usage and may be based upon the date of hire for usage and may be based upon the date of hire into the position and/or change in hours.
- 7. An employee desiring to use Personal Leave Time must make this request to his/her immediate supervisor (or designee) no less than 1 hour prior to the beginning of the shift from which the employee is requesting time off. When possible, requests are to be submitted in advance through the payroll system. Telephone requests can be made on the date an employee is scheduled to work as long as the employee can be reached by the immediate supervisor or communicate/confirm the approval or disapproval of the request. In all cases. the leave must be submitted on the next working day or by 9:00 am Monday morning whichever comes first, via the payroll system.
- 8. Approval of requests to use Personal Leave Time will be based on the following:
 - A. A substitute (as deemed necessary by the practices of the facility/department) has been procured. The substitute may not be in such a position that the hours for which he/she has been asked to cover will place that person in an overtime status.
 - B. It is the employee's responsibility to be aware of their current balance of personal leave hours.
 - The routine operations and activities of the department/facility will not be negatively impacted or substantially changed as a result of the employee's absence.
- 9. Personal Leave Time may be requested in combination with vacation time in order to request an entire shift off only if Personal Leave Time has otherwise been depleted.
- 10. Requests to use Personal Leave Time for hours scheduled to work on Program Closing Days or Holidays must be made with ten (10) calendar days' notice.
- 11. Personal Leave Time may not be accumulated and may only be used during the calendar year in which it was granted while in an eligible position.
- 12. Personal Leave scheduled on an "emergency day" declared by the Wood County public offices or the Governor of the State of Ohio or the Superintendent of the Wood County Board of DD will be voided, and the hours are restored to the employee's cumulative personal balance.
- 13. Personal Leave Time may not be used to extend an employee's date of resignation. Personal Leave requested two (2) weeks prior to an employee's date of resignation shall be disallowed as a paid day. If personal leave was approved prior to receipt of resignation, approval for a paid leave shall be revoked.
- 14. Personal Leave Time may not be taken at time of separation or when changed to an intermittent status from employment is not a compensated severance benefit.
- 15. Personal Leave Time shall automatically be deducted to prevent leave without pay when other benefits have been exhausted. The employee and their immediate supervisor shall receive notification when time is necessary for any unscheduled deduction of time.