

#### **Section 4.09 Personal Leave Days**

Six (6) days, which is forty-eight (48) hours, of personal leave each fiscal year may be used for personal matters. Three (3) days, which is defined as twenty-four (24) hours, of personal leave, shall accrue on the first day of the fiscal year for employees who are on the payroll as of that date; one (1) day, which is defined as eight (8) hours, shall accrue on the first day of the 2<sup>nd</sup> quarter of the fiscal year for employees who are on the payroll as of that date. Two (2) days of personal leave, which is defined as sixteen (16) hours, shall accrue as of the first day of the 3<sup>rd</sup> quarter of each fiscal year for employees who are on the payroll as of that date. This leave shall be granted in units of not less than one (1) hour. This leave shall not be accruable from year to year if not used in any given fiscal year.

As of FY2010-2011, ~~six (6)~~ **Seven (7)** days, which is ~~forty-eight (48)~~ **fifty-six (56)** hours, of personal leave each fiscal year may be used for personal matters. ~~Three (3)~~ **Four (4)** days, which is defined as ~~twenty-four (24)~~ **thirty-two (32)** hours, of personal leave, shall accrue on the first day of the fiscal year for employees who are on the payroll as of that date; one (1) day, which is defined as eight (8) hours, shall accrue on the first day of the 2<sup>nd</sup> quarter of the fiscal year for employees who are on the payroll as of that date. Two (2) days of personal leave, which is defined as sixteen (16) hours, shall accrue as of the first day of the 3<sup>rd</sup> quarter of each fiscal year for employees who are on the payroll as of that date. This leave shall be granted in units of not less than one (1) hour. This leave shall not be accruable from year to year if not used in any given fiscal year.

Scheduling of days off shall be done with prior approval of the employee's supervisor, providing that request for time off shall not be unreasonably denied. Denials of time off shall be in writing and shall state the reason(s) for the denial and shall propose alternate dates for the time off that has been requested. The employee may agree to the proposed alternate date(s) or make a request for a different day off. The employee shall not unreasonably refuse to agree to proposed alternate date(s). The employee shall have the right to challenge the denial of time off through the Grievance Procedure, set forth in Section 6.05, Subsection B, of this Agreement.

A paid personal leave day shall mean eight (8) hours at the employee's straight-time base salary rate of pay. Employees covered hereunder who are on a compressed work schedule will be allowed to use personal leave days in units of less than two (2) hours for the purpose of supplementing eight (8) hours of paid vacation or eight (8) hours of sick leave in order to receive a full day's pay. Employees covered hereunder who are on a compressed work schedule will be allowed to use accrued vacation and/or compensatory time in order to get a work day off with pay.

Personal leave days cannot be accrued from year to year if not used in any fiscal year and, if unused at the end of the fiscal year, cannot be cashed out unless the employee can demonstrate that he/she was unreasonably denied the time off by his/her supervisor. Refusal on the part of the employee to accept an alternate day off would not constitute a denial of time off by a supervisor. In addition, if an employee waits until the last two (2) months of the fiscal year to request the time off and it is not possible for the leave to be granted without the employee's absence having a negative impact on the department's operations, the request for time off can be denied. Such denial shall not be considered unreasonable. If an employee believes that he/she was unreasonably denied personal leave time, he/she shall submit a letter to the Human Resources Department prior to the end of the fiscal year requesting that the unused personal leave time be cashed out. Cash-out of the personal leave time shall be subject to approval by the Human Resources Department. Such approval shall not be unreasonably denied.