

Procedure Title:**EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-8-4****Policy Title:**

Personal Days

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Personal days should be used to handle personal matters or unplanned events which require an employee's personal attention and cannot be managed outside the normal work schedule. Requests for personal time off must be approved by the supervisor in advance and may need to schedule in accordance with client and agency needs. Personal time may not be used to extend vacation periods and may not be carried over to the next year.
 - Regular full-time employees
2. The amount of Personal Time employees receive each year increase with the length of their employment as shown in the following schedule:
 - Upon initial eligibility the employee is entitled to 0 Personal Days.
 - After 1 year of eligible service the employee is entitled to 1 Personal Day each year.
 - After 2 years of eligible service the employee is entitled to 2 Personal Days each year.
 - After 3 years of eligible service the employee is entitled to 3 Personal Days each year.
 - After 5 years of eligible service the employee is entitled to 5 Personal Days each year.
3. Personal Days can be used in minimum increments of one day. Employees who have an unexpected need to be absent from work should notify their direct supervisor before

the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of unexpected absence.

4. To schedule planned Personal Days, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing issues.
5. Personal Days are paid at the employee's base rate at the time of absence up to a maximum of eight (8) hours. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.
6. In the event that available Personal Time is not used by the end of the benefit year, employees will forfeit the unused time.
7. Upon termination of employment, employees will be paid for unused Personal Days that have been earned through the last day of work. However, if Keystone, in its sole discretion, terminates employment for cause, forfeiture of unused Personal Days may result.

NOTES: