

SECTION 8.14

PERSONAL LEAVE

All full-time employees shall be granted three (3) paid personal leave days per calendar year and such days shall not be cumulative. New employees hired between June 1st and October 31st are granted two (2) personal days in their first year. New employees hired between November 1st and December 15th are granted one (1) personal day in their first year. New employees hired after December 15 are not entitled to any personal time for the remainder of the calendar year. Scheduling of personal days shall be subject to the approval of the Department Head. Persons employed on a permanent part-time basis who work a regular schedule of twenty (20) hours or more per week shall be granted a prorated portion of personal leave.