

# Personal Leave Policy

## Purpose

To meet the diverse needs of employees for time off from work.

## Policy

Catholic Community Service has a flexible approach to time off work, where in lieu of sick leave and vacation days, employees are provided a paid personal leave allotment.

## Procedure

### Personal Leave Allotment

Employees are granted a specific allotment of paid personal leave each calendar year, based upon their employment status and their length of service with the agency. Personal leave accrual begins upon hire.

Full-time employees are entitled to paid personal leave according to the schedule below. Part-time employees (with a set schedule of 20-37 hours) accrue personal leave on a prorated basis. Substitute, temporary, on-call employees, and employees who are scheduled to work under 20 hours per week, do not accrue paid personal leave. Care-A-Van employees accrue personal leave in accordance with their bargaining agreement.

Scheduled Hours	Hours	Hours	Hours		Hours	Hours	Hours		Days	Days	Days
	37.5 +	30-37	20-29		per year	per year	per year		per year	per year	per year
				Hours	37.5+	30-37	20-29	Hours	37.5+	30-37	20-29
	Years of Service	hrs/pay period	hrs/pay period	hrs/pay period							
0 through end of 2nd year	5.19	4.64	3.39		135	121	88		18.0	16.1	11.8
3 through end of 5th year	6.92	5.67	4.15		180	147	108		24.0	19.7	14.4
6 through end of 8th year	7.51	6.18	4.52		195	161	118		26.0	21.4	15.7
9 through end of 11th year	8.65	7.73	5.65		225	201	147		30.0	26.8	19.6
12 through end of 14th year	9.81	8.76	6.41		255	228	167		34.0	30.4	22.2
15 +	10.38	9.28	6.78		270	241	176		36.0	32.2	23.5

Personal Leave does not accrue during Leave without Pay.

Unless pre-authorized by his/her supervisor, an employee may not take personal leave during his/her first 30 days of employment.

An employee who has been accruing leave and then moves to temporary, on-call, substitute status, or his/her scheduled hours drop below 20 hours per week, becomes ineligible for personal leave accrual. If the employee subsequently is moved back to permanent status scheduled 20 hours or more per week and is eligible again to accrue leave, the date they originally began accruing leave will be used to determine the amount of leave they will accrue.

A running balance of personal leave accrued and used can be found on the Catholic Community Service payroll stub. Personal leave balances may also be verified by the Payroll Technician.

### **Taking Leave**

All personal leave used must be reflected on the employee's time sheet.

The intent of the Agency is to promote a healthy work/life balance and wants employees to take leave periodically using the personal leave hours that they have accrued. As is always the case, employees must work with their supervisors to ensure that time taken off from work does not interfere with the Agency's operations. Supervisors are not required to allow extended amounts of time off from work if they believe that doing so would harm the Agency. Accordingly, personal leave taken must be reasonably spaced to allow for the continued and seamless operation of the Agency at all times.

### **Leave Roll Over**

On December 31 of each year, employees are permitted to roll over a maximum of 200 hours in their personal into the following year. All unused personal leave hours in an employee's account that are in excess of 200 hours will be forfeited without compensation to the employee if they have not been used prior to December 31.

Because personal leave hours that are in excess of 200 hours will be forfeited, employees that do not wish to forfeit personal leave hours must diligently work with their supervisors to periodically schedule time off so that they will have no more than 200 hours in their personal leave account as of December 31 of each year.

Note: The Agency recognizes there are times when (due to short staffing or critical program needs), scheduling employee leave might negatively impact client services or program operations. If a supervisor asks an employee to postpone taking leave, and the employee does not have the opportunity to use (or cash out) leave in excess of 200 hours prior to December 31, then the Executive Director will allow a higher leave roll over in these cases to allow the employee to retain and use the excess accrued leave in the coming year.

### **Leave Cash Out**

Employees who separate from employment within their first 30 days will not be paid for any accrued leave.

Employees will forfeit leave in excess of 200 hours when leaving Catholic Community Service.

An employee who moves to temporary, on-call, substitute status, or his/her scheduled hours drop below 20 hours per week, becomes ineligible for personal leave accrual and all accrued personal leave will be paid out in the next payroll cycle.

### **Compensation for Personal Leave**

Personal leave is paid at an employee's current base salary or hourly wage based on his/her primary job.

### **Use of Personal Leave**

Employees may use their personal leave allotment in any way that meets their needs. A supervisor may require verification of medical care if an employee is absent for more than 3 days for medical reasons.

No monetary compensation will be received for leave in excess of 200 hours that are not used annually. Exceptions may be made with the approval of the Executive Director (e.g., an employee in a key position who is unable to take the personal leave due to a staff shortage).

An employee may "carry over" 200 hours of personal leave annually. If an employee has taken annual leave hours, but still maintains a balance that exceeds 200 hours of annual leave, he/she will forfeit the remaining balance. The Human Resource Department, in cooperation with the Payroll Technician, will remind employees each year (usually in November), to check their leave balances and ensure they take required leave.

All accrued personal leave must be used prior to taking leave without pay. Leave without pay may be granted for periods to be determined at management's discretion. Management's approval of leave without pay must be noted on the employee's time sheet.

An employee on Family Medical Leave must use all of his/her personal leave as part of the Family Medical Leave.

If an employee must (as per their supervisor) conduct work-related tasks during personal leave time, the employee may deduct actual work time of over 30 minutes from his/her personal leave on the day(s) work related tasks were performed.

An employee may not carry a negative personal leave balance. If an employee claims more leave than is available, he/she will be paid based on available leave.

### **Non-Exempt (Hourly) Employees**

Non-exempt employees may record personal leave taken on their timesheet in 15 minute increments.

Non-exempt employees must replace a partial day of lost work with personal leave; however, the total hours paid (hours worked plus hours of leave) cannot exceed the total number of hours the employee normally works on that particular day.

If a non-exempt employee has a schedule change during the work week (12:01 AM Sunday through midnight the following Saturday), personal leave is not required. For example, an employee who normally works Monday through Friday is required to work on a Saturday, and takes Friday off, he/she will not be required to take personal leave for Friday.

### **Exempt Employees**

Exempt employees that work less than 10 days in a pay period must replace the missed day(s) with personal leave. When appropriate and at the discretion of the supervisor, alternate work schedules may be approved for exempt employees.

Funding sources within the agency require accurate documentation of hours worked and leave taken for all employees, including those who are exempt.

### **Re-Hired Employees**

If a former employee is re-hired, his/her leave accrual rate starts over unless an agreement is otherwise made as part of the employment offer.

### **Approval of Personal Time**

An employee's supervisor must approve all paid personal leave in advance. Employees must complete an Absence Request Form within a reasonable amount of time prior to the leave, except in the case of emergency.

Approval of personal leave is contingent upon program needs.

### **Personal Leave Donation**

Catholic Community Service employees may donate personal leave to other Catholic Community Service employees, who are on Family Medical Leave, by using the Personal Leave Donation Form. The Human Resource Manager will initiate requests for leave donations for employees in need.

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