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|---|--|-------------------------------------|---------------------------------------|
| <b>Policy 5.2</b>                             | <b>Personal Days</b>                   |                                     |                                       |
| <u>Effective Date:</u><br>9/14/10             | <u>Applicable Law/Statute:</u><br>None | <u>Source Doc/Dept.:</u><br>None/HR | <u>Authorizing I.C. Sec.:</u><br>None |
| <u>Last Amended Date:</u><br>2/28/12, 3/25/14 |  |                                     |                                       |

## PERSONAL DAYS

5.2

### POLICY

It is the policy of DuPage County to provide employees up to five (5) Personal Days per year. The Personal Days may be used for personal business or any other purpose.

### ELIGIBILITY

- All full-time employees under County Board Jurisdiction.
- All part-time Care Center employees under County Board Jurisdiction that are normally scheduled to work a minimum of twenty (20) hours per week.
- Newly hired employees must successfully complete the required probationary period before they are eligible for personal days.

### GUIDELINES

- Except in the case of initial hiring, eligible employees shall be awarded five (5) Personal Days per year. The Personal Days may be taken any time during the calendar year. Employees must give a minimum of 24-hours advance notice for approval of time off to the Department Head or Supervisor.
- During the first calendar year of employment the employee shall be awarded personal days on a pro-rated basis after passing the six month probationary period (Personnel Policy 3.3 Probationary Period). The following schedule shall apply:

| Probationary Period Ends | Eligible For |
|--------------------------|--------------|
| January – February       | 5 Days       |
| March- April             | 4 Days       |
| May – June               | 3 Days       |
| July - August            | 2 Days       |
| September - October      | 1 Day        |

|                     |        |
|---------------------|--------|
| November - December | 0 Days |
|---------------------|--------|

- C. An employee who separates employment with the County will not receive payment for unused Personal Days. Personal Days may not be carried over into the next year.
- D. Eligible part-time employees will receive Personal Days at a proportional rate, based on the number of hours they are regularly scheduled to work.
- E. Personal Days will be calculated at one-tenth (1/10) of the normally scheduled bi-weekly work hours.

## **PROCEDURES**

1. It shall be the employee's responsibility to accurately report their time reflecting Personal Days used.