

**Description:**

**PERSONAL DAYS POLICY**

**Policy Number: 62-205**



# WINNEBAGO COUNTY

Revision Date: 7/10/14

Issue Date: 7/10/14

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## I. POLICY

Eligible employees have the ability to earn up to three (3) personal days per calendar year and will be compensated with pay for each personal day used.

## II. SCOPE

This policy applies to every employee of Winnebago County, including elected officials if so adopted. Provided, however, that if there are provisions in a collective bargaining agreement that conflict with the provisions of this policy as applied to an employee subject to that agreement, the agreement shall control.

## III. PROGRAM OUTLINE

- On January 1<sup>st</sup> of each calendar year, one (1) personal day will be granted to a full time employee who has completed 6 months or more of full-time employment with Winnebago County as of that date.
- Employees may be granted up to two (2) additional personal days based on sick hour balances on his/her employment anniversary date, in keeping with the following schedule.
  - On the full-time hire anniversary date, an employee has a balance of 96 or more sick hours (but of less than 192 sick hours), one (1) personal day will be granted.
  - On the full-time hire anniversary date, an employee has a balance of 192 or more sick hours, two (2) personal days will be granted.
  - There will be no duplication of personal days granted on an employee's full-time hire anniversary date. An employee will not be granted more than two (2) personal days on his/her full-time anniversary date under the above schedule.

## IV. GUIDELINES:

- These personal days must be used within one year of initial accrual or they are purged from the employee's accruals.
- The employee is responsible to accurately report their time reflecting Personal Days used.

*"It is our mission to provide high quality services and promote a safe community for all people in Winnebago County".*

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- An employee who separates employment with the County will not receive payment for unused Personal Days.
- Except for emergency situations, - that preclude the making of prior arrangements, personal days need to be scheduled with the consent of the employee's supervisor sufficiently enough in advance as to not adversely impact the operational needs of the County.