

7.02 PERSONAL LEAVE AND SICK LEAVE INCENTIVE

A. Personal Leave Day

Upon adoption of this Policy Manual, all non-bargaining, full-time employees under the Board of Stark County Commissioners' hiring authority, with at least one (1) full year of service under the hiring authority of the Board are afforded one (1) personal leave day with pay every year. New employees will be afforded one (1) personal leave day upon completion of their first year of service. Opportunity to earn more personal days are provided as described below.

B. Sick Leave Incentive and Terms

In addition to the one (1) personal day explained above, non-bargaining, full-time employees can earn a maximum of three (3) additional days of personal leave with pay to be used in the following calendar year. Personal days will be earned based on the employee's use of sick leave (both paid and unpaid) not designated as Family and Medical Leave Act.

During the period of January 1 through December 31 of each year, eligible non-bargaining, full-time employees may earn personal leave in accordance with the following terms:

Sick Leave Hours Used Per Year	Personal Days Earned
Zero (0)—Eight (8) hours	3 days
Greater than Eight (8)—Twenty four (24) hours	2 days
Greater than Twenty four (24)—Forty (40) hours	1 day
Greater than Forty (40) hours	0 days

C. Eligibility

For the purpose of accruing personal leave days the following rules apply:

1. Only non-bargaining, full-time employees with at least one (1) year of service under the hiring authority of the Board of Stark County Commissioners are eligible to accrue personal days with pay through the sick leave incentive program;
2. New employees will be eligible to use any earned leave on the January 1st following the completion of their first full year of service with the County.

Example: John Doe is hired in the Job and Family Services Department on May 15, 2016. John Doe will not be eligible to begin earning personal days through the sick leave incentive until January 1st, 2017. John Doe will be able to use any personal days that he earned in 2017 beginning on January 1, 2018.

3. Employees with unexcused absences in the year, or absences due to disciplinary action are not eligible.
4. For the purpose of this section, the following shall be credited as time worked and will not affect an employee's eligibility:
 - a. vacation leave;
 - b. personal leave;
 - c. workers' compensation leave of seven (7) or less days supported by medical documentation;
 - d. funeral leave; and
 - e. designated leave under the Family Medical Leave Act shall be credited as time worked.



D. Availability

Any personal days that an employee accrues will be credited to the employee's leave balance by the second (2nd) pay period of the following year. Once credited, the leave is available for use.

E. Usage

1. Personal leave days must be taken with advance approval from the employee's immediate supervisor and shall be scheduled in accordance with the workload requirements of the department;
2. Management reserves the right to deny personal day requests if workload requirements so mandate;
3. In no instance may an employee use personal leave days in the year in which the days were earned;
4. Personal leave days may not be carried over into the next year. Any personal leave days not used by the end of the last pay period of the year will be eliminated from the employee's record;
5. There shall be no monetary reimbursement payable to the employee in lieu of time off; and
6. Personal days are not considered vacation. Therefore, unused personal days are not payable upon separation.

