

*Kingman County  
Kansas  
Personnel Policy Manual*

Policy #12 - A  
Personal Day Leave

Commission Approved  
Date: 4-27-09

**12-A Personal Day Leave**

12-A.1 All eligible Full -Time employees will accrue eight (8) hours of Personal Day Leave after they have been regarded as “accrued” at the end of the second pay period from their initial hire date. After this second pay period of employment, Full –Time employees shall receive eight (8) hours of Personal Day Leave on January 1<sup>st</sup> of each calendar year. This time can be used for doctor visits, personal business, and at the discretion of the Department Heads.

The Department Head shall determine and communicate the increments in which Personal Day Leave may be utilized and **not less than quarter hour increments.**

The Personal Business Day Leave may be requested for use at any time during the corresponding calendar year. Scheduling is subject to approval of the Department Head. Unused Personal Day Leave may not be carried forward to the next calendar year. Current employees shall not receive payment in lieu of time off for the Personal Day Leave. Personal Day Leave time will count as regular work time.

Employees who are eligible to receive a Personal Day Leave on January 1<sup>st</sup>, but who are on unpaid leave, shall accrue the Personal Day upon the employee’s return to work.