

**Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures**

**Employment Information – Benefits
Section 406 – Personal Days**

1. Policies

- a. The Partnership for Children of Cumberland County, Inc. (PFC) permits regular full-time and abbreviated schedule employees to take up to 24 hours of personal leave per calendar year.
- b. Regular abbreviated schedule employees may take up to 16 hours of personal leave per calendar year.
- c. Regular part-time employees may take up to 8 hours of personal leave per calendar year.
- d. Personal leave is accrued and available on January 1st each calendar year.
- e. Newly hired employees are eligible for personal days during the calendar year in which they are hired in accordance with the following schedule:

Date Employed	Personal Day Entitlement		
	Full-Time	Abbreviated	Part-time
01/01-03/31	24 hours	16 hours	8 hours
04/01-06/30	16 hours	10 hours	4 hours
07/01-09/15*	8 hours	4 hours	4 hours
09/16-12/31	0 hours	0 hours	0 hours

(*to allow for the Introductory Period and the opportunity to use the personal days prior to 12/31)

- f. Personal days are available for use only after completion of the Introductory Period.
- g. Personal days must be used during the calendar year.
- h. There shall be no carryover of personal days from year to year, and there shall be no payment for unused personal days at the end of any calendar year or in the event of termination.
- i. An employee who is on a long term leave of absence without pay does not accrue personal days leave on January 1st. Personal days will be accrued and available according to the schedule in item C above, upon the employee's return.