

**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 48 hours of personal leave per calendar year.
- b. Regular abbreviated schedule employees may take up to 32 hours of personal leave per calendar year.
- c. Regular part-time employees may take up to 24 hours of personal leave per calendar year.
- d. Personal leave is accrued and available on January 1<sup>st</sup> each calendar year.
- e. Newly hired employees are eligible for personal days in accordance with their employment classification:

Personal Day Entitlement		
Full-Time	Abbreviated	Part-time
48 hours	32 hours	24 hours

- f. During the Introductory Period, newly hired employees may only use personal days for periods in which the Partnership is closed for operations and not covered by paid holiday, inclement weather, or administrative leave.
- 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 1<sup>st</sup>. Personal days will be accrued and available according to the schedule in item E above, upon the employee's return.