

Personal Leave

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Personal Leave Days

Important Information:

This booklet provides general information for employees, supervisors, and managers concerning personal leave days. It is not intended to change or otherwise modify any law, regulation, procedure, or collective bargaining agreement that may govern the subject matter covered in this document. If there is an inconsistency, the law, regulation, procedure, or collective bargaining agreement will prevail. Please also bear in mind that laws, regulations, procedures, and collective bargaining agreements may be amended at any time.

General Information and Eligibility

Q. What are personal leave days?

A. Personal leave days are three days of paid leave granted to eligible employees at the beginning of the leave year. A leave year begins with the first full pay period of a calendar year and ends with the pay period in which December 31 falls.

Q. Who is eligible for personal leave?

A. You are eligible for personal leave days for a leave year if:

- ❑ you're in a full-time or part-time position in the Office, Professional and Technical (OPT), Service, Labor and Trades (SLT), or Police bargaining units; or
- ❑ you're in a full-time or part-time position not represented by any union; **and**
- ❑ you're in active pay status (not on leave without pay) during the first full pay period of the leave year.

Uniformed fire officers and employees in the Fire bargaining unit are not eligible for personal leave.

Temporary employees are not eligible for personal leave days or compensatory time.

Q. What if I'm on leave without pay during the first full pay period of the leave year?

A. If you're on leave without pay at the beginning of the leave year, you'll receive your personal leave days or compensatory time when you return to active pay status.

Q. What if I'm a new employee hired during the leave year?

A. If you are hired after the first full pay period of the leave year and no later than the beginning of the *eighth* pay period of the leave year, you will receive two personal leave days for that year.

If you are hired after the eighth pay period of the leave year and no later than the beginning of the *sixteenth* pay period of the leave year, you will receive one personal leave day for that year.

Q. When does personal leave become available?

A. Personal leave days or compensatory time are credited to eligible employees at the beginning of the leave year. You'll see the notation of the leave on the pay stub that shows hours worked during the first full pay period of the leave year. The notation usually appears on the pay stub of the last paycheck in January.

Amount and Type of Personal Leave

Q. How much personal leave do I receive?

A. **Full-time employees**

Most full-time employees are credited with three *days* of personal leave each leave year. The value of a personal leave day is the number of hours you're scheduled to work the day the leave is taken.

If you're in a position that requires 24-hour shift coverage or a position in Transit Services, you're eligible for one personal leave day and an amount of compensatory time, as follows:

Hours in regular work day	Hours of compensatory time instead of personal leave
8	22
9	24
10	26

If you receive compensatory time instead of two personal leave days, the notation on your pay stub will say "Personal leave days = 1." The compensatory hours are added to your compensatory time balance and are reflected as a "transfer in."

Part-time employees

Like most full-time employees, most part-time employees have three "*days*" of personal leave each leave year. A notation will appear on your pay stub telling you that you have three days of personal leave. *However*, the value of a

personal leave day for a part-time employee is prorated, and is calculated in the same way that holiday leave is calculated. That is, the value of your personal leave day will be the number of hours you're scheduled to work in a pay period divided by the number of work days in a pay period (10).

As an example, if you normally work 20 hours a week (40 hours in a pay period), the value of your personal leave "day" will be 40/10, or 4 hours.

Another example: If you're a part-time employee who works 30 hours a week (60 hours in a pay period), the value of your personal leave day will be 60/10, or 6 hours. (See timesheet example #5.)

If you're in a part-time position that requires 24-hour shift coverage or a position in Transit Services, you'll receive one "day" of personal leave and a prorated amount of compensatory time calculated as in the above example. The compensatory hours will be added to your compensatory time balance.

Q. What happens if I change my position or my work schedule during the leave year?

A. If you change your position, job class, department, or work schedule during the year, your personal leave or compensatory time allowance won't be changed. For the rest of the year you'll continue with the personal leave or compensatory time granted at the beginning of the leave year or when you became a new employee.

Using Personal Leave

Q. Does “personal leave” mean that I can take a “personal leave day” whenever I want? Can I call my supervisor in the morning and say that I’m taking a personal leave day?

A. You must request personal leave in advance just as you request annual leave. As with annual leave, using personal leave is subject to the approval of your supervisor, who must consider service needs, workload, and available staff before authorizing the leave.

Q. May I take personal leave in hours as I do with annual leave— for example, a couple of hours or a half day at a time?

A. No. Unlike annual leave, *personal leave must be taken in whole days*. It is credited and tracked in whole-day increments.

If you’re a full-time employee and you take less personal leave than the hours you’re regularly scheduled to work, you’ll be considered to have used one of your personal leave days.

Q. May I use personal leave days if I’m on Family and Medical Leave Act leave or parental leave?

A. Yes.

Q. What if my personal leave is in the form of compensatory time?

A. Since the personal leave compensatory time hours are added to your existing compensatory time balance, you may schedule and use this compensatory time as you do now.

Q. What if I’m on a compressed work schedule?

A. You may use personal leave if you’re on a compressed work schedule. *However*, if you’re on schedule B (second Monday of the pay period off) or schedule C (first Friday of the pay period off) and take personal leave on your 8-hour day -- that is, the day that’s split between two pay periods (four hours recorded on each timesheet), there’s a special procedure to follow. The reason for the special procedure is that the payroll system can’t automatically accommodate the split day as only one day of personal leave. Here’s what to do:

- ❑ Record each half day of personal leave on the appropriate timesheet as PER. (See page 5 for more information on timesheet recording.)
- ❑ Ask your supervisor to complete the form on page 14 and submit it to Payroll. Payroll will then make the necessary adjustments so that you’re only charged with one day of personal leave even though the hours are recorded on two separate timesheets. (If you take personal leave on the 8-hour split day and

don't submit the form, the Payroll system will charge you with two personal leave days for the one day off.)

Timesheet Recording

(See examples #1-6 beginning on page 8.)

Q. How do I record personal leave on my timesheet?

A. When you use a personal leave day, record the number of hours used *on a separate line* of your timesheet and use PER as the earnings code. A maximum of 10 hours of PER leave may be entered on a timesheet line.

Q. What if I use more than one personal leave day in a pay period?

A. *Each day of personal leave taken must be recorded on a separate line of the timesheet.* If you use two or more personal leave days in the same pay period, you can't combine them into a single entry on your timesheet. (See example #2.)

Q. How does it work for a part-time employee?

A. First, you and your supervisor should determine the value of your personal leave day based on the number of hours you're normally scheduled to

work. (See page 3.) Personal leave is then recorded in whole "day" amounts.

For example, if you work a variable part-time schedule (40 hours in a pay period), the value of your personal leave day is four hours. If you use your personal leave on one of your 4-hour days, you'll record the four hours and the PER earnings code on a separate line on the time sheet, and that will be one of your personal leave days.

If you use personal leave on a day you're scheduled to work eight hours, you'll record four hours of PER on two separate lines of the timesheet, and you'll have used both of your personal leave days. (See example #4.)

Note: If the value of your personal leave day is less than the number of hours you're scheduled to work on the day you wish to take off, you should use annual leave or compensatory time to make up the difference. (See example #6.)

Q. What if I normally charge leave to more than one index code?

A. Personal leave must be charged to only one index code. You can't split personal leave among multiple index codes.

Q. What if I forget that I've used up all my personal leave days and record a day of PER on my timesheet.

A. If you've run out of personal leave days, leave recorded as PER on the timesheet will default to compensatory

time, annual leave, and leave without pay, in that order.

Pay Stub Information

Q. Will my pay stub show my personal leave?

A. If you're eligible for personal leave, your pay stub will show a line item indicating your personal leave allocation. For most employees, at the beginning of the leave year, your message will indicate "Personal leave days =3." As you use your personal leave days, the number will decrease accordingly. When you've used your three days, the message "Personal leave days = 0" will remain on your pay stub until the end of the year.

If you're eligible for some personal leave in the form of compensatory time, your pay stub message will read "Personal leave days = 1," and you'll have the appropriate number of hours of compensatory time (see page 3) credited to your compensatory time balance at the beginning of the year.

Employees who are not eligible for personal leave days (including uniformed fire officers, members of the fire bargaining unit, and temporary employees) will not have a personal leave day message on their pay stub.

Unused Personal Leave

Q. What happens if I don't use my personal leave days during the leave year? May I carry personal leave over like annual leave?

A. Unused personal leave days are lost if you don't use them. There's no carryover for any reason.

Q. What if I didn't use the compensatory time I received in place of personal leave days?

A. If you're in a position that requires 24-hour shift coverage or a position in Transit Services *and* you received compensatory time instead of two personal leave days, your compensatory time will remain credited to you. Or, at the end of the leave year, you may request payment for unused compensatory hours up to the amount of compensatory time that you received at the beginning of the leave year.

Although FLSA-exempt employees are not normally eligible to be paid off for excess compensatory time at the end of the leave year, all employees who receive compensatory time instead of personal leave days may request payment of unused compensatory time that was granted in place of personal leave days.

In order to receive payment, you must advise the Finance Department's Payroll Section *in writing*, at the end of the leave

year and after the normal rollover of excess leave, that you want to be paid for the compensatory time. Your written request must be received by the Payroll Section by February 15 for the previous leave year.

Q. What happens to my personal leave days if I leave County employment without using them?

A. On separation from County service, you will forfeit any unused personal leave days.

Reminders:

- ❑ Personal leave must be taken in full days.
- ❑ Don't forget to take your personal leave or you'll lose it! Plan to take your personal leave days early in the year, and definitely before the end of the leave year.
- ❑ **If you're on compressed schedule B or C and take personal leave on your 8-hour day, be sure to submit the special form to Payroll.** (The form is on page 14. See page 4 for instructions).
- ❑ Supervisors will need to determine the value of a personal leave "day" for part-time employees (see page 3) and ensure that leave for those employees is recorded in whole "day" amounts.

Additional Information

For other questions about personal leave, contact OHR's Labor/Employee Relations Team at 240-777-5114.

For questions about the payroll system, contact the Finance Department's Payroll Section at 240-777-8840.

Note: This information can be made available in an alternate format, if necessary. Contact the Labor/Employee Relations Team at 240-777-5114.

EMPLOYEE ID: _____ NAME: _____ JOB NO: _____ **EMPLOYEE ON COMPRESSED SCHEDULE D**
 DEPT NAME: _____ DEPT NO: _____ JOB CLASS: _____ **TAKING ONE PERSONAL DAY**
 REPORTING PERIOD: **EXAMPLE 3** POSITION NO: _____ SCHEDULE: _____ WK 1 - DAILY HOURS ALLOCATION - WK 2

EARN TYPE	REGULAR HOURS		OT EARN TYPE	OVERTIME HOURS	INDEX CODE	PROJECT			GRANT YR	COMP WORK SCHED = ()	F	S	S	M	T	W	T	F	F	F	S	S	M	T	W	T	F	F
	CODE	DET 1				DET 2	REGULAR WORK SCHEDULE	S		M	T	W	T	F	S	S	M	T	W	T	F	S						
Reg.	7	1.0	OTP		Fill in as appropriate									9	9	9	9	4		4			9	9	9			
Per		9.0			Fill in as appropriate																						9	
			CLH							COMP. LV. EARNED HOLIDAY																		
			CLE							COMP. LEAVE EARNED																		
ANL										ANNUAL LEAVE TAKEN																		
SKL										SICK LEAVE TAKEN																		
CPL										COMP. LEAVE TAKEN																		
										OTHER LEAVE TAKEN																		
										OTHER LEAVE TAKEN																		
CONTROL TOTALS	8	0.0	+		=					TOTAL HOURS				9	9	9	9	4		4			9	9	9	9		

TO: Payroll Section , Department of Finance, 8th floor , Executive Office Building

FROM:

Supervisor's Name

Supervisor's Phone Number

SUBJECT: The below listed employee worked a Compressed Work Schedule B or C and has taken a personal leave day on their eight hour workday which splits hours between two time sheets, (4 hours on each time sheet). This notice directs the payroll section to make the necessary adjustments to ensure that the affected employee is charged only one personal leave day even though the hours are recorded on two separate time sheets (4 hours on each time sheet).

NAME: _____

EMPLOYEE ID: _____
(social security number)

DEPARTMENT: _____

DIVISION: _____

PAY PERIODS

AFFECTED: _____ TO _____
Pay period beginning Pay period ending

_____ TO _____
Pay period beginning Pay period ending

NOTE: PLEASE ATTACH THIS NOTICE ON TOP OF YOUR BATCH CONTROL SHEET AND SUBMIT TO PAYROLL ALONG WITH THE TIME SHEETS