

## PERSONAL LEAVE

Applicability: This policy applies to all Oak Hill employees.

Personal time is given in a lump sum on July 1 for the fiscal year pro-rated to scheduled hours per week (for example):

40 hours/week	=	24 hours
37.5 hours/week	=	22.5 hours
30 hours/week	=	18 hours
16 hours/week	=	9.6 hours
15 hours/week	=	9 hours

Personal leave may not be used during your probationary period/initial review period. The appropriate amount of personal time will be added to your bank upon successful completion of your probationary period/initial review period.

If you end employment prior to the end of the fiscal year, the amount of personal time is pro-rated to completed calendar months worked. If, when you leave, you have used more personal leave than you would have accrued, this amount will be taken from your final paycheck.

Personal leave may not be carried over from one fiscal year to the next.

Leave request forms for time off are available through your supervisor. If you need to request time off exceeding four days (with the exception of vacation time), you need to apply for a leave of absence through the Director of Compensation & Benefits, at 860-769-3829.

See the Union Contract for more specific provisions concerning personal leave.

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