

# Stark County Board of Developmental Disabilities

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|----------------------------|-----------------------|
| Policy 4.12 Personal Days  | Effective: 10/23/2025 |
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## PERSONAL DAYS

### POLICY

Personal days are an employment benefit in the form of paid time off. Each July 1st, full-time employees, or part-time employees, follow-alongs, and scheduled substitute employees shall be granted, annually, the equivalent of two (2) personal days. New employees hired after July 1 and prior to December 1, will also be granted two (2) personal days. New employees hired after December 1, and prior to March 31<sup>st</sup> shall be granted one (1) personal day per program year. New employees hired on March 31<sup>st</sup> or thereafter will receive no personal day for that program year.

An additional personal day may be earned by employees if they meet the guidelines of the Perfect Attendance Program as defined in Board Policy and per the labor agreements.

Eligible employees have the option to receive a personal day (or days) in the form of a payout, in lieu of taking the day off.

Successful completion of the annual Employee Wellness Program results in the awarding of one (1) personal day to the employee. One (1) personal day is also awarded to an employee for achieving a service milestone. Employees are first recognized at five (5) years of service and then for every five (5) years thereafter. A personal day is also awarded if an employee receives an employee recognition award.

Personal days awarded for wellness or years of service, or employee recognition are not eligible for payout.

Employees represented by a labor agreement are required to follow the language contained in their respective labor agreements regarding the awarding and use of a personal day (or days).

| Historical Resolution Information |                   | Reviewer(s):<br><br>Director of Human Resources |
|-----------------------------------|-------------------|-------------------------------------------------|
| Date                              | Resolution Number |                                                 |
| 4/23/24                           | 04-23-24          |                                                 |
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