

## **PERSONAL DAYS**

**POLICY:** It is the policy of Black Hawk County to provide its eligible full-time non-bargaining employees with paid time off to conduct personal business.

**SCOPE:** This policy applies to all regular full-time Black Hawk County non-bargaining employees, except for elected officials and their appointed deputies. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the provisions of the laws or regulations shall prevail.

**ESTABLISHMENT:** Each eligible regular, full-time non-bargaining employee shall be entitled to four (4) personal days with pay each fiscal year.

**ADMINISTRATION:** Non-bargaining employees shall take personal days in increments of not less than two (2) hours unless the department head or the employee's supervisor, at their sole discretion, approves an exception. Personal days may be used for any purpose the employee chooses. Personal days not used during the fiscal year will be forfeited. No reimbursement for unused personal days will be made upon termination from employment.

**APPROVAL:** Employees must obtain prior approval from their supervisors to receive personal day pay for an absence.