



Medina County Policy Manual



Policy: Personal Day	Section: Benefits	Number: 5.030
Issued: 09/17/07	Reviewed/Revised:	Page #: 1 of 1

- A. Full-time employees earn one (1) paid personal day, eight (8) hours, each year of service upon reaching their date-of-hire in the following year. A year of service is defined as date-of-hire to date-of-hire.
- B. The Personal Day may be taken beginning in the pay period following the employee's anniversary date and there after. The Personal Day becomes available upon the eight (8) hours being posted on the "***Vacation & Sick Hour Accrual Report***" distributed to all departments by Human Resources.
- C. Upon being posted on the "***Vacation & Sick Hour Accrual Report***" the employee's personal day must be used prior to the employee reaching the pay period in which their next anniversary date falls; otherwise it will be forfeited.
- D. The personal day is to be taken as a full eight (8) hour day, i.e. may not be divided into smaller hourly increments and taken on different dates. Where the employee's timesheet indicates less than eight (8) hours is taken, the payroll entry will be changed to reflect eight (8) hours and no additional time-off will be granted.
- E. In order to use this personal day the employee will be required to submit a written request to their respective department head/supervisor at least two (2) weeks in advance of the day of its intended use. The personal day is to be granted at the convenience of the department, i.e. time of year, scheduling conflicts, before it may be taken.