

**Subject: PERSONNEL POLICY #16A**  
**PERSONAL TIME**

Regular full-time employees become eligible for personal time after 90 days of continuous employment.

**Personal Time Allowance**

Choices In Community Living provides employees with 17 hours of personal time per calendar year. Employees hired or who become full-time after the first of each calendar year receive personal time as follows:

If employee is hired or becomes full-time in...	Employee is allowed...
January - March	17 hours
April - June	10 hours
July - September	5 hours

**Personal Time Use**

Choices In Community Living provides personal time for employees to use to attend to personal matters or appointments that they cannot attend to during their off hours. Employees may not use personal time for other reasons unless allowed under the provision of another policy and then only within the prescribed guidelines. Any other use of personal time requires the prior approvals of an immediate supervisor, the human resources director and/or the executive director.

**Personal Time Requests/Approvals**

Choices In Community Living requires employees to request personal time with as much advance notice as possible and acquire their supervisors' approvals. Supervisors will consider the needs of the agency and the clients it serves when responding to personal time requests.

**Personal Time Pay**

Choices In Community Living will pay employees for the regularly scheduled hours they miss from work for approved personal time. Paid personal time hours do not count as actual hours worked and are not considered in overtime calculations.

### **Personal Time Carry Over**

Employees can not "carry over" personal time from one calendar year to the next calendar year. Choices In Community Living will not pay out unused personal time at the end of a calendar year.

### **Personal Time Pay Out At Termination**

Choices In Community Living will not pay out unused personal time at employee termination.