

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.460 – PERSONAL LEAVE (adopted 11/12/03; revised 12/08/04)

Employees with an approved FTE Assignment qualify for personal leave at the regular rate of pay, prorated according to the employee's FTE assignment. For full-time employees, a day is considered eight (8) hours.

A total of two (2) days may be taken any time during the payroll year with administrative approval. Each request requires a one-day advance notice to the employee's supervisor. Except for an emergency, staffing requirements of the library shall take precedence. No personal leave with pay will be approved after the fact.