

Personal Time FOR DUMMIES



Your Personal Time is paid at your hourly rate
You must notify your Supervisor prior to using Personal Time
Using Personal Time disqualifies you for Perfect Attendance
unless you use it in conjunction with Banked Points

HOW MUCH PERSONAL TIME DO I GET?

- New Employees get NO paid Personal Time during the calendar year in which they are hired.
- Employees hired between January 1 and June 30 get Three (3) paid Personal Days in the following calendar year (example: Hired on March 1, 2022 - get Three (3) days in 2023)
- Employees hired between July 1 and December 31 get no paid Personal Days in the following calendar year (example: Hired September 1, 2022 - get zero (0) days in 2023)
- All employees receive their full five (5) days of paid Personal Time in their third (3rd) calendar year (example: Hired any day in 2022 - get five (5) days in 2024)

How Do I Get Paid?

Employees can choose to receive their Personal Time pay in one of two ways:

- 1 In a lump sum up front in February
- 2 On an as it is used basis
(get paid in the next paycheck after using the entitlement)

This choice must be made no later than December 31 of the previous year

