

County of Cumberland Board of Commissioners	Policy Number: 2.05	Pages: 1 of 1
Chapter: Employee Benefits		Effective Date: October 24, 2023 Supersedes Policy 2.05 Dated: 8/11/94
Subject: Personal Leave		

I. POLICY:

A. Cumberland County Government shall provide paid personal leave as stated in the applicable collective bargaining agreement and as outlined below. Unaffiliated employees shall be granted four (4) days of personal leave in each calendar year as outlined below.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. New full-time employees shall be entitled to a proportionate share of personal leave during the initial year of employment. The leave shall be determined by the anticipated number of full months that the employee will work during their first year.

B. During all subsequent years, employees shall be entitled to the full amount of personal leave as outlined in the applicable collective bargaining agreements.

C. Part-time employees who work a constant percentage of a full work week shall receive a proportionate share of personal leave.

D. Personal leave is provided for reasons not covered by other policies, however said leave may be taken in conjunction with other types of paid leave at the discretion of management. Priority in granting such leave requests shall be for emergencies, religious holidays, and personal matters.

E. Personal leave must be used within the year accrued or forfeited. There is no payout of personal leave in cases of retirement, resignation, or termination of employment with Cumberland County nor may the leave time be scheduled adjacent to an employee's last scheduled workday.

F. Apart from incremental hours earned during the first year of employment, personal leave shall not be granted for a period of less than one half (1/2) day.