

**PERSONAL DAY POLICY - Management/Confidential Employees**  
**hired after 12/31/2006**

Regular, full-time Management/Confidential Employees hired after 12/31/2006 will be eligible for four personal days (32 hours) per year. A personal day is defined as a working day that a full-time employee may take off to accommodate medical appointments, personal business, or other personal needs.

Personal days are not considered vacation days and should not be taken in conjunction with vacation. This time must be authorized by your supervisor and scheduled in increments of two or more hours. Employees who resign for any reason and employees who do not use their authorized personal day allowance in a calendar year will not be compensated for those days.

Personal days for new employees will be granted as follows upon completion of three months of continuous full-time employment:

<u>Date of Hire</u>	<u>Number of Personal Days</u>
January 1 - March 31	4 (32 hours)
April 1 - June 30	2 (16 hours)
July 1 - December 31	0 ( 0 hours)