

River Valley Child Development Services

PERSONAL LEAVE POLICY

Effective: July 1, 2018

Regular employees of River Valley Child Development Services, hereinafter referred to as RVCDS, who were hired prior to October 1, 2010, will earn Personal Leave at the rate of 2.15 hours per pay period. Regular employees who work less than 40 hours per week will earn a prorated portion thereof.

The maximum number of hours allowed to be accrued is 56 hours.

New accrued leave will be available at the end of business the Friday of payday.

Employees may take earned Personal Leave in hourly increments with supervisor's approval. Reasonable notice is required for planned periods of leave. Supervisors are to be notified immediately for unplanned leave.

Employees on short-term disability leave or family & medical leave who receive a paycheck from RVCDS will continue to accrue Personal Leave at a prorated amount. Employees on workers' compensation leave do not earn Personal Leave.

Upon termination from employment, remaining Personal Leave will be paid at employee's regular hourly rate.

* Absences due to extended illness for more than 3 consecutive work days will require a doctor's excuse upon return to work; regardless of the type of leave used.