

OKOLONA FIRE PROTECTION DISTRICT

PERSONAL LEAVE POLICY

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Page 1 of 1

07/01/2023

ALL PRIOR

Administrative

INTENT

Allow an employee to be absent from work for personal reasons on a limited basis.

SCOPE

This policy shall only apply to full-time employees.

RULES

All current full-time employees shall be awarded twenty-four (24) hours of Personal Leave on July 1, 2023. The reset date for current employees only shall be on July 1 each year.

All new hires after passage of this policy shall be awarded twenty-four (24) hours of Personal Leave on their start date. The reset date for those hired after passage of this policy is their anniversary date

Personal Leave requests shall be made to an employee's direct supervisor as soon as possible.

Personal Leave usage is subject to denial based on OFPD staffing and the ability to maintain minimum staffing levels. Should there be an issue of minimum staffing levels the supervisor shall make a determination based on whether Personal Leave is being utilized for a true emergency. For purposes of this policy and paragraph only, emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action. Every effort shall be made to use overtime to avoid denying Personal Leave. In any event, Supervisors are encouraged to fill in to maintain minimum staffing levels.

If an employee uses all of his/her personal time, PTO and sick leave and he/she is still unable to return to his/her assigned duties, the employee may apply for and be placed on a medical leave of absence. See 9/8/2022 Sick Leave Policy for further information.

Personal time shall not carry over from calendar year to calendar year. Instead, any unused Personal Leave shall be converted to PTO.

Personal leave may be taken in increments of four (4) hours, eight (8) hours, twelve (12) or twenty-four (24) hours per workday for twelve (12) hour or 24/48- or 48/96-hour employees. Personal leave increments for 40-hour employees are at the discretion of the employees' direct supervisor.

Personal leave may be used concurrently with leave of absence taken pursuant to the Family and Medical Leave Act, 29 U.S.C.A. § 2601, et seq. (FMLA). However, the use of such personal leave shall in no way alter or extend the leave of absence time periods provided under FMLA. Such FMLA leave of absence time shall automatically apply to any absence due to an FMLA specified event.

This policy may be revoked and terminated at any time by OFPD's Board of Trustees.