






## POLICY AND PROCEDURE STATEMENT

<b>SUBJECT</b> PERSONAL TIME	<b>PAGE 1 OF 1</b>	<b>DATE EFFECTIVE</b> OCTOBER 1, 2018		
<b>SECTION/POLICY NO.</b> 4.11	<b>APPROVED BY</b>  MAYOR	<b>SUPERSEDES</b> NEW		
<b>PREPARED BY</b> VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	<b>APPROVAL DATE</b>	<b>ISSUE DATE</b> 12/31/2017	<b>REVIEW DATE</b>
<b>REFERENCE</b> ORDINANCE 155.07	 PERSONNEL/BENEFIT COMMITTEE	<b>DISTRIBUTION LIST</b> WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES		

**SCOPE**

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

**POLICY:**

- I. Policy: it shall be the policy of the Village to provide conversion of sick leave time to personal time.

**PURPOSE:**

- I. To meet all federal, state, local and administrative rules.

**PROCEDURE**

1. Employees can convert sick leave to personal time
2. The number of days are limited to three (3).
3. A balance of eighty (80) hours of sick leave must be maintained.
4. Hours used can be between one (1) and twenty-four (24).

**PART ONE ADMINISTRATIVE CODE - CHAPTER 155**

**Employment Provisions**

EDITOR'S NOTE: Compensatory legislation is not codified herein since it is subject to frequent change.

**155.07 PERSONAL TIME.**

(a) An employee will be permitted to convert up to three days of sick leave to personal time, as long as they maintain a balance of 80 hours per year.

(b) Personal time can be used in hourly increments. It is used at the discretion of the employee.

(Ord. 2009-20. Passed 12-21-09.)