



TOWN OF NEEDHAM
PERSONAL LEAVE
POLICY AND PROCEDURES
Policy #316

I. PURPOSE AND SCOPE

The purpose of this policy is to establish the eligibility and procedural requirements relating to the administration of personal leave.

II. APPLICABILITY

This Policy applies to all non-represented, full-time and regular part-time employees of the TOWN OF NEEDHAM (the "Town"), excluding those employees under the supervision and control of the School Committee.

III. DEFINITIONS

Refer to Personnel Policy #100 for the definition of commonly used words.

IV. POLICY

Two days of personal leave at regular straight-time pay for normally scheduled hours, shall be granted every fiscal year to full-time and permanent part-time employees in accordance with the procedures set forth below.

V. PROCEDURES

- A. Use of personal leave must be approved in advance by the department manager or appointing authority.
- B. Personal leave is not cumulative and must be used in the fiscal year in which it is granted.
- C. Newly hired employees shall be granted personal leave according to the following schedule:

First Day of Employment	Personal Days
July 1 - December 31	2 days
January 1 - June 30	1 day

- D. Employees shall be entitled to payment of unused Personal Days at the time of separation from Town Service.