



PERSONAL LEAVE POLICY

13-05

I. PURPOSE AND SCOPE

The purpose of this policy is to provide the procedure and rules for personal leave for employees covered under the Town's Personnel Bylaw.

II. POLICY

A. Each benefit-eligible employee of the Town will be entitled to four personal days per fiscal year.

(1) Personal days shall be taken at a time that is mutually agreeable to the employee and supervisor. Personal days must be taken in one-hour increments. Employees will lose personal days not taken within the fiscal year and will not be compensated for personal days not taken. Personal time shall not be used to alter an employee's schedule on a regular or recurring basis.

B. Upon an employee's termination, personal time will not be paid out.

ADOPTED BY THE GROTON BOARD OF SELECTMEN: