



Seasonal Employee Personal Time

1. Scope and Purpose

Eligible employees will be allotted 8 hours of paid personal time each calendar year. Employees can choose to use personal time for those absences from work when they would otherwise not be paid such as managing personal business, school-related visits, family emergencies and medical/dental appointments.

2. Eligibility

Seasonal employees are eligible for 8 hours of personal time.

3. How Personal Time is Awarded

Seasonal employees will be allotted 8 hours of personal time at the beginning of each calendar year, or on a new employees hire date. Personal time is not considered time worked for purposes of calculating overtime.

4. Scheduling of Personal Time

By its very nature, personal time is often used for unexpected time away from work. However, to the extent possible, an employee should notify his/her manager as soon as possible when personal time is needed. Employees who are absent from work due to illness or injury must notify their manager within the notification time frame required in the work area. Personal time must be used in minimum increments of one hour.

5. Unused Personal Time

Unused personal time will be paid out in January or upon layoff, whichever occurs first, for the calendar year prior, and after employment termination.

***Seasonal employees located in Illinois, see policy 8.3 Personal Time**