

<b>POLICY TYPE:</b>	100 General Government
<b>POLICY TITLE:</b>	Personal Day Policy

<b>AUTHORITY:</b>	Resolution 32/2012
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That each employee after being employed for 3 months starts to accumulate personal days at a rate of .5 days per month. These shall accumulate to a maximum of 6 days, which shall be carried through the entire employment of the employee.

There shall be no pay for any hours lost due to the use of personal days. These days are strictly for the protection of the employee's position due to sickness or appointments. After 3 consecutive days of absents a doctor's note shall be required, some special circumstances will be acceptable at council's discretion, ie: funerals, legal proceedings, family emergencies. All uses of Personal Days must be reported to Council or Administrator and recorded on the time sheets.