Personal DAys

In addition to paid time off for vacation and Company‑designated holidays, each full‑time employee is credited with three days of unpaid personal time per calendar year beginning with January 1 of the first calendar year after the employee’s hire date. During the calendar year in which the employee is hired, personal days accrue at the rate of one personal day for each four months of full‑time employment. This time is intended to be used for personal business.

Personal days may be used as they are earned, following written notice to and approval by the employee’s supervisor or manager. Personal days may not be carried over from one calendar year to the next. Employees are not entitled to pay in lieu of taking a personal day, either before or when their employment is terminated for any reason.

THIS POLICY IS OPTIONAL