



Medina County Policy Manual



Policy: Personal Day	Section: Benefits	Number: 5.030
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- A. Full-time employees earn one (1) paid personal day, eight (8) hours, at the beginning of each calendar year. Newly hired employees will receive their first personal day upon reaching their one year Medina County anniversary and the personal day will expire at the end of that calendar year.
- B. Upon being posted on Kronos at the beginning of the calendar year the employee's personal day must be used prior to the end of the calendar year; otherwise it will be forfeited.
- C. The personal day is to be taken as a full eight (8) hour day, i.e. may not be divided into smaller hourly increments and taken on different dates. Where the employee's timesheet indicates less than eight (8) hours is taken, the payroll entry will be changed to reflect eight (8) hours and no additional time-off will be granted.
- D. In order to use this personal day, the employee will be required to submit a request in Kronos at least two (2) weeks in advance of the day of its intended use. The personal day is to be granted at the convenience of the department, i.e. time of year, scheduling conflicts, before it may be taken.