



**TOWN OF NORWOOD
PERSONNEL BOARD**

**#P-310 – PERSONAL LEAVE POLICY
NON BARGAINED-FOR EMPLOYEES**

1. Purpose and Scope

The purpose of this document is to outline the Town's paid personal (emergency) leave policy with respect to eligibility, benefits, use and accrual, and to ensure that leave benefits are implemented equitably and consistently.

2. Applicability

2.1 This policy applies to all non bargained-for full and part-time compensated positions excluding elected officials and employees of the School Department. Employees whose positions are covered by Civil Service Law are subject only to those portions of the policy which are not separately regulated by Civil Service Law. To the extent permitted by law, employment agreements entered into after the effective date of this policy with employees whose positions are subject to this policy must follow all of the provisions of this policy.

2.2 This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed so as to be consistent with the law.

3. Definitions

3.1 Please consult the Personnel Definitions Document (#D-100) regarding Appointing Authority, Regular Full-time Employee, Regular Part-time Employee, Intermittent Employee, Seasonal Employee, Intern, Volunteer, Temporary Employee and any other applicable terms utilized in this document.

3.2 Calendar Year - Calendar Year refers to the normal calendar year of January 1st to December 31st.

3.3 Date of Separation – The date an employee's employment ends, for any reason.

3.4 Personal Leave – The term "Personal Leave" as used in this policy shall mean paid time off from work when an employee needs to take immediate or unscheduled (emergency) time off to attend to personal matters.

4. Eligibility

4.1 Regular Full-time and Regular Part-time employees budgeted for and regularly scheduled to work at least 20 hours per week, are eligible for Personal Leave benefits.

4.2 Part-time employees budgeted for and regularly scheduled to work fewer than 20 hours per week, Intermittent/Seasonal/Temporary Employees, Interns, and Volunteers are not eligible for Personal Leave benefits.

