



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Paid Personal Leave

Approval Date: September 28, 2020

Effective Date: October 4, 2020

Expiration Date: October 2, 2021

I. Eligibility

Regular full-time and part-time, non-collective bargaining employees of El Paso County shall be eligible to use paid personal leave during the FY21 year.

II. Accrual Rates

Eligible employees shall accrue paid personal leave at the following rates effective October 4, 2020.

A. Full-Time Employees:

1. 40 hours one-time accrual for use during the FY21 year.

B. Part-Time Employees:

1. 20 hours one-time accrual for use during the FY21 year.

III. Usage Requirement

Paid Personal leave may not be accumulated beyond FY21. Any remaining balance not used on or prior to October 2, 2021 will be forfeited.

IV. Usage Requests

An employee must request paid personal leave in advance from the Department Head, or designee in accordance with their Department procedures. Requests for paid personal leave shall not be unreasonably denied; however, department operations must be considered in granting requests.

V. Payment Upon Separation

Paid Personal Leave will not be paid out upon separation, nor is there cash value associated with this leave.

VI. KRONOS Coding

This leave shall be coded to Leave Personal Day "Leave PER" within the KRONOS system for any paid personal leave hours approved.

VII. Paid Personal Leave Upon Transfer

Generally, if an employee is transferred between County departments and remains in a regular, full or part-time employment capacity, any and all unused paid personal leave shall remain to the employee's credit as though no change had been made. Any previously approved leave that has yet to be taken must be resubmitted for approval by the receiving department.

Employees transferring from a full-time employment status to a part-time status shall retain any unused paid personal leave balances for the remainder of the FY21 year; however, accrual rates will change according to their new employment status based on Section II of this policy. If more than 20

hours has been utilized at that point of this transfer, the balance will be reduced to zero and no back-pay will be required for the use of additional hours. Alternatively, employees going from a part-time status to full-time status will receive 20 additional hours at that time.

VIII. Holidays During Paid Personal Leave

Official County holidays occurring during an employee's paid personal leave shall not be counted against their paid personal leave balance.