

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
4. BENEFITS AND LEAVE**

4.8 PERSONAL LEAVE

PURPOSE	4.8-1 Montgomery County recognizes that from time to time employees have personal business that must be conducted during normal working hours.
ELIGIBILITY	4.8-2 Only regular full-time employees scheduled to work a minimum of 80 hours per pay period are eligible for this benefit.
WAITING PERIOD	4.8-3 An employee may not use personal leave until he/she has been employed for three months or longer.
ACCRUAL RATE	4.8-4 All eligible employees accrue .6154 hours of personal leave each pay period.
USE AND SCHEDULING	4.8-5 Use of personal leave must be scheduled and approved in advance. In emergency situations, the department head may waive the requirement for advance notice.
CARRY OVER	4.8-6 Up to 8 hours of personal leave may be carried over to the next calendar year, however personal leave hours have no value upon termination of employment. Any accrued amount over 8 hours will be added to an employee's sick leave balance.