

POLICY TITLE: Paid Personal Holidays

ADOPTED/LAST REVISION: ADOPTED 6/13/00; REVIEWED 4/10/01; 3/13/12; 7/15/21;
REVISED 03/21/24

- A. Full-time and eligible part-time employees, including probationary employees, earn personal holidays on January 1 of each year. Personal holidays must be used by December 31 of each year. Any personal holidays not taken by December 31 of each year will be lost.
- B. Full-time employees are entitled to three Personal Holidays each year; the director receives a fourth Personal Holiday.
- C. Employees may take personal holidays in half-day increments. Terminating employees will have their remaining personal holidays prorated and paid out on their last check.
- D. The personal holidays are requested under the same basis as vacation. All employees must have worked 90 days to be eligible for personal holidays.

Reference: City of Marshfield Policy 3.530