

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 217.1

Subject: Personal Days

All full time and salaried personnel may take up to six (6) paid personal days per each employee's anniversary date, unless otherwise stipulated in a signed contract agreement. These days are for the purposes of personal illness, family illness, doctor and dentist appointments, and/or funeral attendance. These are to be used as needed and will not be carried over to another year. If an employee exceeds the six (6) personal days, that employee will need to use vacation time or accept a reduction in pay.

ADOPTED: February 12, 2002
REVIEWED: September 10, 2002, February 12, 2015, September 8, 2016
AMENDED: August 12, 2005, October 13, 2016