


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Personal Time
	Policy Reference No:	5-13
	Release Date:	16-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C) § 36-23
	Revision History:	None
	No. of Pages:	1
	Applicability:	All Employees

Personal time is offered to full-time and part-time Township employees in accordance with Code or applicable collective negotiation’s agreement or employment agreement. Generally, personal time is based on length of service and employment status.

Full time employees hired prior to January 1, 2019 receive four (4) personal days off at the start of each calendar year.

Part time employees shall be granted personal time on a prorated basis.

Employees hired on or after January 1, 2019 shall be entitled to personal days as follows: Less than one (1) year of continuous full-time employment - 1 Personal Day; 1 or more years of continuous full-time employment - 3 days.

Personal days shall be used at the discretion of the employee, under the same contractual restrictions as vacation days. However, unused personal days are forfeited at the end of each calendar year as they shall not carry over from year to year.

All employees shall be familiar and are subject to § 36-23 of the Township Code with regard to Personal time.

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Revision No.	Revision Date	Nature of Revision	Approved By