**Section 630.230 Leave of Personal Business**

a) All employees, except those in emergency, per diem, or temporary status, shall be permitted twenty-one (21) hours (or the equivalent three (3) working days) of leave for personal business each calendar year with pay. Such personal days shall not be used to extent holiday or annual leave except as permitted in advance by the department head through prior written approval. Employees entitled to receive personal leave who enter service during the year shall be given credit for the leave at the rate of three and one-half (3 ½) hours (one-half (½) day) for each two (2) months service during the calendar year in which they were hired. Such personal leave may not be used in increments of less than one (1) hour at a time. Except for those emergency situations which preclude the making or prior arrangements, personal days off shall be scheduled sufficiently in advance to be consistent with operating needs of the employer.

b) Personal leave shall not accumulate from calendar year to calendar year.