

County of Harrison Indiana Personnel policy

Amended with effective date of January 1,2021

4.5 PERSONAL LEAVE

Beginning January 1, 2021 full-time employees earn (32) hours on January 1st. Part-time/seasonal employees are not eligible for personal leave. The personal hours must be used by December 31st of that year. Authorization by the elected official/department head shall be requested, in advance, the hours the employee would like to use for paid personal time off. Upon termination, an employee will not be paid for unused personal leave.

*Approved at commissioner meeting January 19,2021