

Dorchester Presbyterian Church  
Personal Days  
Session Approved: November 21, 2017

All employees are granted 2 paid working days of personal time off each year beginning with the first day of employment.

Up to 5 unused personal days may be carried over to the next year, and no more than 7 personal days may be used in a year. An employee shall have no claim for pay in lieu of unused personal days at the time of termination or otherwise.

If and when possible, personal days should be scheduled and approved by supervising staff. Personal days may only be taken in full day or half day increments.

The use of more than three personal days off in a month claimed as personal days requires the approval of supervising staff.

Doctor's appointments, etc. are expected to be made by the employee around the work schedule whenever possible.