

**Buffalo & Erie County Public Library**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Personal Leave**

**CHAPTER: VII**

**SECTION: 9**

**EFFECTIVE DATE: 1/81**

**REVISION DATE: 4/89, 8/06, modified for the B&ECPL effective 1/1/15, 6/21/18**

**I. STATEMENT OF POLICY**

Full-time and regular part-time employees of the Buffalo & Erie County Public Library may be eligible for personal leave after one (1) year of continuous service. Entitlement to personal leave may vary depending on an employee's status and bargaining unit. Employees should refer to their respective collective bargaining agreement.

**II. GUIDELINES**

**A. Eligibility Requirements**

1. No employee shall accrue personal leave until he/she has achieved one (1) year of continuous service.
2. An employee becomes eligible for personal leave on his/her anniversary date.

3. Employees shall be eligible each succeeding year of employment, providing that they are on a compensable salary and wage basis for at least six (6) months of cumulative service in the preceding anniversary year and otherwise meet all eligibility requirements.

B. Use of Personal Leave

1. Employees must receive approval from their department head or immediate supervisor in advance of using personal leave.
2. In order to ensure adequate work coverage, requests for personal leave must be submitted to the department head or supervisor by an employee on the proper form at least five (5) working days in advance when the requested time is four (4) days, and three (3) working days in advance when the request is for three (3) days or less.
3. In cases of emergency, the normal five (5) or three (3) days notice may be waived by the department head.
4. Personal leave shall not be granted in less than one hour increments with the exception of CSEA members. Per the CSEA Collective Bargaining Agreement, CSEA members shall not be granted personal leave in less than one-half hour increments.

C. Unused Personal Leave

1. Personal leave is not cumulative from year to year.
2. Unused personal leave credit shall be added to the employee's

accumulated sick leave bank at the end of the employee's anniversary year. This addition does not extend the permissible accumulation of sick leave beyond the maximum permitted under the respective bargaining agreements.