



County Technical Assistance Service
INSTITUTE *for* PUBLIC SERVICE

April 29, 2025

Sample Policy - Personal Leave

Dear Reader:

The following document was created from the CTAS website (ctas.tennessee.edu). This website is maintained by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other CTAS website material.

Sincerely,

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Sample Policy - Personal Leave

Reference Number: CTAS-1120

"Personal Leave" is an example of a combination leave which is sometimes given by employers *instead of* sick leave, vacations, personal days, and other kinds of leave. It is said to result in lower absenteeism.

Sample Personal Leave Policy:

In lieu of sick leave, vacation leave and other types of leave for specific reasons, employees receive paid personal leave which may be used for any reason. The amount of personal leave to which you are entitled depends on your status as an exempt or non-exempt employee, as defined in these policies, and on your length of service with the county, as follows:

Full-Time Regular Non-exempt Employees

Years Service of as of July 1	Annual Personal Leave Allowance	Monthly Accrual
_____ years	_____ day	_____ day
_____ years	_____ days	_____ days
_____ or more	_____ days	_____ days

Full-Time Regular Exempt Employees

Years Service of as of July 1	Annual Personal Leave Allowance	Monthly Accrual
_____ years	_____ day	_____ day
_____ years	_____ days	_____ days
_____ or more	_____ days	_____ days

Part-time regular employees accrue personal leave on schedules proportionate to the above, but one day of leave will be equal to the number of hours the employee is regularly to work per day, so that when taking leave these employees will be paid only for the number of hours they would normally be scheduled to work during that period.

Newly hired regular employees do not accrue any personal leave until they have successfully completed six months of continuous employment, at which time one-half their first year's personal leave will accrue. The balance of the first year's personal leave will accrue upon successful completion of one year of continuous employment.

Temporary employees do not accrue personal leave or any other type of leave except to the extent required by applicable law or as may be specified in such employee's written contract with the county.

Employees will not be paid for unused personal leave.

Source URL: <https://www.ctas.tennessee.edu/eli/sample-policy-personal-leave>