

## **Petty Leave**

### **1.0 Purpose**

An employee of the County will be allowed thirty two and one half minutes (32 ½ or .542 hours) per pay period petty leave with pay over and above sick leave or vacation with pay. This leave will be accumulative by the pay period. An employee may take petty leave in increments of fifteen (15) minutes up to a maximum of two (2) hours, with the permission of the supervisor. Then the absence exceeds two (2) hours, the entire period will be charged to vacation leave, sick leave, or leave without pay as may be appropriate. Petty leave will be in addition to any other leave with a county employee may earn and accumulate, but it will not be cumulative beyond the end of the calendar year. Temporary employees are not eligible for petty leave.

Petty leave may be granted for personal matters which cannot be transacted outside of office hours, time lost reporting to work, medical appointments, and absences due to adverse weather conditions. Petty leave may not be combined with vacation or sick leave during a work day.

### **2.0 Applicability**

To all full time Bladen County employees

### **3.0 Policy**

- a. Permanent employees may use Petty Leave for rest and relaxation, medical/dental appointments for themselves or immediate family member or any other reason for time off.
- b. Petty Leave may be taken only with prior approval of the employee's immediate supervisor. The leave should be scheduled at a time consistent with the operating needs of the department. If Petty Leave is used in place of sick leave, the employee's supervisor shall be promptly notified, certainly no later than thirty (30) minutes and if possible before the beginning of the work day.
- c. All permanent part-time (53%) and probationary employees shall receive Petty Leave on a pro-rata basis computed as a percentage of the total amount received by a full-time employee.
- d. The County shall not transfer Petty Leave from another county, municipality, or state government.
- e. Upon an employee's resignation or termination, no payment shall be made for any remaining Petty Leave.
- f. Compensatory time must be used prior to petty, vacation (annual) or sick leave.

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- g. Petty leave may not be taken until it has been earned and credited to the employee's account. (Revised 01/17/2012)*