

**Camden County Library District
Policy Manual**

Section 1. Employees

Subsection 14. Personal Leave

PERSONAL LEAVE

- 1 – 9 years of service 1 personal day
- 10 – 14 years of service 2 personal days
- 15 – 19 years of service 3 personal days
- 20 years thru retirement 4 personal days

Personal days will be given on anniversary date and must be used within the year – no accumulation. This time is with pay and over and above other types of leave. Personal leave is pro-rated for part-time employees who are unable to arrange business on their days off.