



**Discretionary Personal Time
Personnel Policies
Family Renew Community, Inc.**

**Section
1.3**

The work that Family Renew Community does is challenging and demanding on a daily basis. Each day we deal with the heartaches and dilemmas that face our families and it takes a toll on our staff. We encourage all FRC staff and volunteers to exercise self-care to help avoid compassion fatigue and potentially burnout. We want to provide adequate benefit time so staff can catch their breath and to refresh to be prepared to address the many issues facing them.

In order to accommodate the varying needs of our employees, FRC will implement a generic paid time off program to lump all types of paid leave into one bank of time off. All paid time off will be reclassified as “Discretionary Personal Time.”

This would give our employees greater flexibility and will make it easier for them to monitor their own time off. These changes will also help us improve our benefit package for better self-care, encourage retention of existing staff and making our open positions more marketable. Short-term and long-term disability, FMLA, and Military leave will be tracked separately to comply with federal law. All other paid benefit time such as bereavement time and jury duty will be paid according to established Personnel Policies.

Discretionary personal time will be awarded each January first for the coming year. Any unused paid time off will expire on December 31st of each year. This will encourage staff to make use of their time off reducing overall stress and maximizing productivity. **All generic personal time will be required to be approved in advance by the direct Supervisor for the employee requesting time off.** Unused paid time off shall not be accrued, nor will it be paid out upon termination or resignation. Under approved circumstances up to five discretionary days may be transferred from one year to the next with written Executive Director approval. These days must be used within ninety days of transfer.

The following Discretionary Personal Time Chart will be calculated based on employee longevity. The number of years is calculated based on each full-time employee January 1st longevity. For example, an employee who has been employed less than one year effective January 1 will fall into the Year 1 category. An employee, who is celebrating their third year on January 1st will fall into the Year 2 to 5, etc.,

We are providing part-time employees the equivalent of 3 discretionary days to be paid based on their usual scheduled workday. For example: 4 hours for a typical 4 hour scheduled work day. There will be no additional cost to payroll and it is expected to have a positive effect in increase morale as well as productivity.

Discretionary Personal Time Chart	
Longevity	Number of Discretionary Days
Year 1 Full-Time	25 days
Year 2 to 5 Full-Time	30 day
Year 5+ Full-Time	35 days
Part-Time	3 days equivalent

This Personnel Policy will supersede any and all existing Personnel Policy concerning Benefit Time.

Implementation Date – January 1, 2020 – Anthony Deobil, Executive Director

KIMBERLY BANDORF	06/28/2021	07/02/2021	40.00	40.00	Hours	● Waiting for Approval
KIMBERLY BANDORF	06/21/2021	06/25/2021	40.00	40.00	Hours	● Waiting for Approval
KIMBERLY BANDORF	06/16/2021	06/18/2021	24.00	24.00	Hours	● Waiting for Approval

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