Policy Title: Personal Days

Since employees are not eligible for vacation until after one year of service, new employees will be granted two personal days to be used after they are a full time employee for three months. The rate of pay will be their base rate. If they leave the company before one year of service- any personal days paid will be reimbursed to the company by a deduction from their last pay. There are no personal days for employees who are eligible for vacation pay.