

PERSONAL TIME

In the event of an appointment needing to be scheduled during working hours, Dunwoody provides Personal Time benefits for the purpose of providing income protection to all eligible employees. Except where advance permission by the supervisor is granted, personal time is to be used in increments of not more than three hours per day.

Regular full-time employees accrue 9 hours of Personal Time on the first day of each fiscal year. Regular part-time employees with benefits, who are scheduled to work 30 or more hours per week, accrue 7 hours of Personal Time on the first day of each fiscal year.

An eligible employee may use personal time for an absence to attend an appointment that cannot be scheduled outside of working hours. Personal time must be used during the fiscal year in which it is accrued and does not carry over from one fiscal year to the next.