



Illinois Department of Corrections

Administrative Directive

Number: 02.65.106	Title: Personal Business	Effective: 7/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	02.65.106 effective 7/1/2012	

Authority: 730 ILCS 5/3-2-2 80 Ill. Adm. Code 303.125	Related ACA Standards: 5-ACI-1B-16, 5-ACI-1C-18, 19
Referenced Policies: 02.65.173	Referenced Forms: DOC 0126 - Notification of Absence DOC 0140 - Employee Time Sheet

I. POLICY

The Department shall ensure employees, excluding emergency, temporary, part-time daily rate, and part-time hourly rate employees, are granted personal business leave.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure regarding credit and use of personal business leave in compliance with the Department of Central Management Services (CMS), Bureau of Personnel Rules and Collective Bargaining Agreements.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Review

A facility review of this directive shall be conducted annually in accordance with the facility internal review schedule.

D. Requirements

1. Full-time employees shall receive three personal business days as of January 1st of each calendar year. Part-time employees shall have such personal business days pro-rated.

NOTE: RC-23 full-time employees shall receive two personal business days as of January 1st of each calendar year. Part-time employees shall have such personal business days pro-rated.

2. Any employee who works a full calendar year without using any sick time shall be granted an additional personal day in the subsequent calendar year. Part-time employees who have not used any sick time during the prior calendar year shall have the additional personal business day pro-rated. Employees who have a break in service during the prior calendar year and who have not used any sick time during the prior calendar year shall have the additional personal leave day prorated based on the date of return to work or the length of employment in the prior year.

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3. The Chief Timekeeper shall post the appropriate credit for personal business leave days to each employee's Employee Time Sheet, DOC 0140.
 - a. Three personal business days, or four personal business days if the employee has earned the additional day, shall be posted on January 1st of each calendar year for all full-time employees, except for those employees who are on a leave of absence.
 - b. For any employee who is on a leave of absence on January 1st, three personal business days, or four personal business days if the employee has earned the additional day, shall be posted upon the employee's return from leave. The personal leave time granted shall not be pro-rated. A personal leave day may not be used for the employee's first scheduled day of return to work. No personal business days are due if the employee does not return to work during the calendar year.
 - c. Employees who begin employment during the calendar year shall be credited for personal business leave on a pro-rated basis.

4. Personal business leave shall be used within the calendar year that it is earned, or it will be forfeited. Employees may normally use personal leave in the following increments:
 - a. Fifteen-minute increments after a minimum use of one-half hour.
 - b. One-half day immediately before or after the lunch break. The employee shall be charged with the total of actual work hours absent before or after the normal lunch break, such as 3 ½ hours, 3 ¾ hours, or 4 hours.
 - c. One entire day.
 - d. The actual remaining balance after all personal business time scheduled has been taken or the remaining balance used in conjunction with the final allowable increment.

EXAMPLE: An employee who has fifteen minutes left after scheduling all other personal business time may schedule and use the remaining fifteen minute balance with the final increment scheduled or use the remaining fifteen minutes after all scheduled time has been taken.

5. If the employee transfers within the Department or to another State agency under the jurisdiction of the Governor or the Personnel Code, the Chief Timekeeper shall transfer the balance of personal business leave time to the receiving agency. A copy of both sides of the employee's current DOC 0140 or automated equivalent shall be sent to the receiving location.

6. Upon termination, payment for the balance of personal business leave shall only be allowed when the employee is separated from State service by reason of retirement, disability or death. Such payment will be made in a lump sum equal to compensation for one-half of the balance of time.

7. Requests to use personal business leave shall be submitted in writing on a Notification of Absence, DOC 0126, in accordance with Administrative Directive 02.65.173. Advance notice of required absence shall be given per local policy.

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8. Once personal business time has been approved, the employee may not change the type of scheduled time to save the personal business time.
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