

Policy Title: Personal Leave

Policy No: 403.18

One (1) day of personal leave will be available to classified personnel during each school year. Reasonable advance notice to the supervisor is required along with the reason for taking leave.

Personal leave days may be accumulated to a maximum of two (2) days for classified personnel.

Personal leave shall only be accrued and used during the regular school year as determined by the Board of Trustees. Temporary employment during the summer months when school is not in session does not qualify for use or accrual of personal leave time.

Policy Cross Reference:

Legal Reference:

Policy History:

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| Adopted: | 05/12/1975 |
| Amended: | 10/08/2001 |
| Reviewed: | 07/09/2012 |
| Amended: | 07/09/2012 |
| Reviewed: | 08/19/2013 |
| Amended: | 08/19/2013 |