

**- CLASSIFIED PERSONNEL -****Personal Leave****NUMBER OF DAYS**

Full-time classified employees shall be entitled to ~~one (1)~~ three (3) days of personal leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest 1/2 day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized personal leave days equivalent to their normal working day.

**APPROVAL**

The Superintendent or designee must approve the leave date, but no reasons shall be required for the leave.

**AFFIDAVIT**

Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature.

**ACCUMULATION**

On June 30, all personal leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

**REFERENCE:**

[OAG 77-115](#)

**RELATED POLICY:**

03.2232

Adopted/Amended: 10/18/1993

Order #: 9