

- CLASSIFIED PERSONNEL -**Personal Leave**

District employees may be credited with paid personal leave which may be used at the employee's discretion pursuant to procedures established by the Superintendent and any applicable negotiated agreement. Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize personal leave, unless the employee submits documentation to support a leave under Board Policies 03.22322 Family and Medical Leave or 03.2234 Medical Leave. All personal leave must be approved.

Except as expressly provided in negotiated labor agreements, part-time, temporary, seasonal, probationary, substitute employees, and student workers are excluded from paid personal leave.

APPROVAL

Personal leave shall be approved by the employee's immediate supervisor or the appropriate administrator if the employee's absence will not interrupt or impede the work program or violate any applicable negotiated labor agreement.

No reasons shall be required for the personal leave.

AFFIDAVIT

Employees taking personal leave must file a personal affidavit stating that the leave was personal in nature.

ACCUMULATION

Unused personal leave days shall convert to sick leave at the end of each fiscal year.

REFERENCE:

[OAG 77-115](#)

Adopted/Amended: 11/25/2013
Order #: 2013-191