

- CLASSIFIED PERSONNEL -

Personal Leave

NUMBER OF DAYS

Classified employees scheduled for a minimum of twenty (20) hours per week shall receive three (3) personal leave days per year.

APPROVAL

Employees requesting a personal leave day shall submit a leave request form at least three (3) working days in advance to the immediate supervisor. The employee's immediate supervisor must approve the leave date, but no reasons shall be required for the leave.

LIMITED NUMBER

Unless otherwise approved by the Superintendent, no more than 5% of the system's classified employees may take personal leave on a given day. If requests exceed 5%, those making earliest application will be given preference.

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, 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