

~~With prior approval from supervisors, Each employee may be granted, upon written request filed with the building principal, department supervisor, or director and approved by the Superintendent, four (4) days of personal leave, as defined by the employee's regular work day, at no cost to the employee. This leave may be taken for any reason deemed necessary by the employee. ~~In the event of an emergency, where prior written approval is not possible, the employee must notify the building principal or district level supervisor by phone before the leave is taken.~~ There will be one (1) day allowed to carry over to the next year with a maximum of five (5) days in any given year. After each full year of employment, compensation for days of personal leave not used by the employee will be paid by the District to the employee at the rate of 55% of the employee's daily rate. No more than ten percent (10%) of the staff supervised by the same principal, department supervisor or director may be on personal leave at the same time, unless a greater percentage is authorized by the Superintendent.~~

Provisions

~~The following provisions will be used to implement this policy:~~

- ~~1. After each full year of employment, each administrative and classified employee shall receive 50% of his/her average daily rate for unused personal leave.~~
- ~~2. No more than ten percent (10%) of the staff administered by the principal or department supervisor may be on personal leave at the same time, unless authorized by the Superintendent.~~



LEGAL REFERENCE

ADOPTED: August 15, 1998

AMENDED/REVISED: July 19, 1994; September 19, 1995; November 19, 1996; January 19, 1999; and July 17, 2003, **July 16, 2007**