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 contract or work agreement, at no cost to the employee. Personal leave will be given at the beginning of fiscal year. If you begin employment mid-year, the four days will be ~~in proportion~~prorated to your remainder of the fiscal year. This leave may be taken for any reason deemed necessary by the employee. There will be up to two (2) days allowed to carry over to the next year with a maximum of six (6) days in any given year. 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. One (1) personal day may be paid-out at one half (1/2) the daily rate of the employee or at a full day substitute rate, whichever is less.

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LEGAL REFERENCE

ADOPTED: July 19, 1994

AMENDED/REVISED: September 19, 1995; November 19, 1996; August 15, 1998; January 19, 1999; July 17, 2003; July 16, 2007; April 19, 2010; November 18, 2013 February, 23, 2015; April 15, 2019; May 19, 2025