

Personal Leave

Each employee may be granted not more than two (2) personal leave days each year, subject to approval of the Administrator or designee. Employees working less than 1.0 FTE shall receive days in proportion to their FTE. Unused personal days shall be accumulated from year to year with a maximum of five (5) days.

A personal business day shall be used for any purpose at the discretion of the employee. An employee planning to use a personal business day shall notify his line administrator in writing at least two (2) working days in advance, except in cases of emergency.

Personal leave days shall not be deducted from an employee's accumulated sick leave nor taken the day preceding or following a vacation or holiday, nor on the last day of the employee's contract, except in extraordinary circumstances, the Administrator or designee may grant such days. Days contiguous to holidays and vacations may be granted with prior approval from the employee's supervisor or designee.

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