

**STAFF AND PERSONNEL
SERIES 400**

408.1

TITLE: PERSONAL LEAVE-NON-CERTIFIED STAFF

Three (3) days of Personal Leave shall be granted each year to each non-certified staff member. Such Personal Leave shall not be accumulative from year to year.

Personal Leave shall be defined as:

- (1) Leave resulting from attending to matters of personal business that cannot be attended to outside of working hours.
- (2) Leave resulting from matters beyond the control of the employee, such as sudden illness or death of family member, malfunctioning automobiles, wrecks, closed roads, missed airplanes, etc.

Leave as described in (1), above, must be requested 24 hours in advance, in writing, so that the matter can be given appropriate consideration. The program supervisor shall review the request and inform the employee of his/her decision.

Leave described in (2), above, may be requested after the fact in writing.

Personal Leave shall not include missed days of employment due to recreational or extended vacations.

Unused personal leave will be reimbursed at the rate of \$25.00 per day for each fiscal year.

The program supervisor's decision in granting or denying personal leave shall be final.

Revised: December 12, 2005

Revised: 9/9/2013