

PERSONAL LEAVE POLICY - NON-CERTIFIED EMPLOYEE

Full time Non-certified Employees, working for the school district will accumulate Personal Leave in the following manner:

1. Non-certificated Employees who have worked ten (10) years or less during a fiscal year shall be granted three (3) days of personal leave without loss of pay, which if unused may be accumulated to a maximum of six (6) days.
2. Non-certificated Employees who have worked for the District eleven (11) to twenty (20) years shall receive four (4) days of personal leave without loss of pay, which if unused may be accumulated to a maximum of eight (8) days.
3. Non-certificated Employees with more than twenty (20) years of service with the District will receive five (5) days of Personal Leave, which if unused may be accumulated to a maximum of ten (10) days.

All requests for Personal Leave shall be submitted, if possible, at least five (5) calendar days in advance through the use of the District's Frontline Absence Management Program. It is understood that from time to time circumstances arise that will not permit a five (5) calendar day notice period to allow for an Administrative Supervisor to approve a Non-Certified Personal Leave request. It is also understood that from time to time an Administrative Supervisor may not be able to approve every Non-Certified Employee's request for Personal Leave due to shortage of available substitutes.

Unauthorized or unapproved absence may be deemed to be neglect of duty and reason for dismissal.

If employment ends, the District will deduct for used Personal Leave days on a pro-rated basis: one day per three months employment, or major portion thereof.

Prior to the beginning of each employment year, personal leave exceeding the maximum allowed shall be purchased from the employee by the District at the rate of twenty dollars (\$20.00) per day for non-certified staff.

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