

## **G-c-9 PERSONAL LEAVE**

Each classified employee who is scheduled to work eight hours per day shall be granted two (2) days of paid personal leave per school year. Each such classified employee shall receive an additional personal leave day (1) after his/her fifth consecutive year in the district. Accordingly each classified employee scheduled to work eight hours per day shall be granted three (3) days of personal leave upon the start of the sixth consecutive year of employment.

Each classified employee who is scheduled to work less than eight hours per day shall be granted one (1) day of paid personal leave per school year. Each such classified employee shall receive an additional personal leave day (1) after his/her fifth consecutive year in the district. Accordingly, each classified employee who is scheduled to work less than eight hours per day shall be granted two (2) days of personal leave upon the start of the sixth consecutive year of employment.

Permission to use such leave days on the dates requested shall be subject to the discretion of the Superintendent of Schools or designee. Leave on the dates requested shall not be unreasonably denied.

Personal leave days before or after a holiday shall be approved only in unusual circumstances where feasible alternatives are not available. The employee shall present a rationale as to the urgency and necessity of the leave request. The employee's immediate supervisor and the Superintendent of Schools or designee shall consider and may approve the request. The Superintendent of Schools shall have final authority to approve such leave.

Personal leave days which are not used shall not be carried forward from one school year to the next school year.

The district will buy back any unused classified staff personal days at one-half (1/2) his/her daily rate, payable at or about the end of the school year.

Revised: ~~May 2, 2007, December 20, 2010,~~ May 25, 2016