

Personal Leave

Employees may use up to three (3) days of accumulated sick leave for personal leave.

- Requests for leave must be submitted to principal or supervisor at least 2 working days before the start of leave.*
- Leave days are deducted from accumulated sick leave.
- If there is no accumulated sick leave a personal leave day will result in unpaid leave.

Personal leave may be used for the following reasons but is not limited to:

- personal legal matters
- family situations not covered by sick leave
- religious holidays **
- personal business

** If an employee desires to take leave for the observance of a recognized religious holiday in excess of the three (3) days allowed for personal leave, the employee may take unpaid leave for this purpose provided that such leave is not excessive and does not interfere with fulfilling the obligations of his/her job responsibilities.

*Personal leave may not be approved for designated critical days.

Annual Leave

Earned based on years of service

Accrued up to a maximum of 225.0 hours (30 working days)

Requested at least one week in advance

Requested one month in advance for 5 consecutive days

Annual Work Schedule

<u>Years of Service</u>	<u>Hours/Pay Period</u>
0 – 9	3.750
10 – 19	4.875
20 +	5.625

220-day Work Schedule

(prior to 5/13/1986 earn leave)

<u>Years of Service</u>	<u>Hours/Pay Period</u>
0 – 9	1.0227
10 – 19	2.0454
20 +	3.0681

Annual leave requested on designated critical days may not be approved based on the business needs of the department or division.