

## **EMPLOYEES - Series 400**

### **414 Support Employee - Vacation/Leave of Absence**

#### **414.15 Personal/Emergency Leave**

Each regularly employed school employee shall be entitled to three (3) days of personal/emergency leave each school year without loss of pay. Two of those may be used for personal leave provided such leave is approved by the superintendent or his/her designated representative. Personal leave shall not be used in place of sick leave or be used to extend winter and/or spring break(s). One (1), two (2) or three (3) days may be granted at the discretion of the superintendent or his/her designated representative for circumstances beyond the employee's control which may prohibit the employee from completing his/her contractual duties.

If an employee has used all available personal leave, one additional day may be granted for educational purposes. Such purposes would be limited to consulting with a professor/instructor about a class project or assignment, meeting with an advisor or completing comprehensive examinations.

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