PERSONAL LEAVE – ALL EMPLOYEES

A. This administrative regulation covers all employees, including those in a bargaining unit, to the extent that there is no contradictory language in the appropriate master agreement.

B. Personal leave days will be granted for the fiscal year on July 1, or the first day of the employee's scheduled work year if this is after July 1.

1. Days will be granted as follows:
   a. 38 or more scheduled work weeks = 16 hours
   b. 29-37 scheduled work weeks = 12 hours
   c. 19-28 scheduled work weeks = 8 hours
   d. 10-18 scheduled work weeks = 4 hours
   e. 1-9 scheduled work weeks = 0 hours

2. This applies to both those employees whose regular work year is for less than a full year and to employees newly hired into a position after the start of the scheduled work year for that position.

C. Personal leave days may be granted and used for:

1. Any purpose covered by paid leave.

2. Business that cannot be conducted by another person on behalf of the employee or at a time other than during the employee's regularly scheduled working hours.

3. Household or personal emergencies.

4. Religious holidays.
D. 1. Except in emergencies, at the discretion of their immediate administrator, an employee wishing to take a personal leave day will file a notice of intent to take such a day, using a request form provided by the office of human resources, with the employee's immediate supervisor at least five (5) days prior to the date of the requested leave. Employees will specify the reason for requesting the leave and provide any necessary information to validate their request. Employees wishing to request a personal leave for reasons other than those listed in paragraph C., above, will submit their request through their immediate supervisor to the director for human resources.

2. Leaves granted in emergencies without prior approval are subject to review and approval or denial after the fact.

E. An emergency, for purposes of this policy, is defined as an event which the employee could not have anticipated or scheduled in advance through normal and reasonable planning.

F. All supervisors' decisions regarding personal leaves are subject to review and confirmation or denial by the director for human resources.

G. Except for emergencies, personal leaves may not be approved for the last working day preceding or the first working day following a holiday, recess in the employee's work schedule, or the employee's vacation time.

H. Personal leave will not be approved for outside employment.

I. Personal leave days which are not used during the preceding work year accrue to the employee's bank of sick leave days on July 1 of each year.

ADMINISTRATIVE REGULATION

Adopted: August 18, 1981
Amended: January 15, 2008