

Book	USD 460 Board Policy Manual
Section	G - Personnel
Title	Personal Leave
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Each employee shall have available three (3) days* of annual personal leave. Said leave shall not be cumulative.

Personal leave may not be used on the first or last day of the employee's contract nor the day before or after a holiday, leave, or district vacation. The preceding stipulated restrictions may be waived by the superintendent upon request of the employee.

Application for personal leave shall be made to the employee's immediate supervisor at least five working days in advance of the day requested. In an emergency situation the superintendent may waive the five day period for an approved request. The superintendent may limit the number of personal leave applications approved on any given day in order to ensure efficient operation of the district.

(*day means "the employee's regular contracted day")