

## **8.6.2 -- PERSONAL BUSINESS LEAVE – CLASSIFIED PERSONNEL**

Full-time non-certified employees with an annual contract of one hundred eighty (180) or more days will be allowed two (2) days personal business leave per year at no cost to the employee, provided such leave may not be taken on days immediately preceding or following school calendar vacation or holiday periods, except in cases of emergency. Emergency requests specifying reason must be given to the immediate supervisor in writing for approval. A full-time employee is one whose contract requires a minimum of 6 hours on the job site each day.

Accumulated Personal Business Leave in excess of 5 days shall be rolled over into sick leave and carried over to the next school year as sick leave. To qualify for personal business leave, the immediate supervisor must be notified in writing at least two days prior to taking such leave. Exceptions may be made in case of emergency where such notice is impossible.

Employees using unauthorized Personal Business days shall be docked at the rate of one full day's pay. Personal business leave will be denied in cases where appropriate replacements cannot be obtained and the absence will, in the opinion of the supervisor, cause a significant disruption of necessary service to the school.

An employee who holds two part-time jobs in the school district may not combine the two jobs to qualify for personal business leave.

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