

STAFF PERSONNEL
Series 400

Policy Title: PERSONAL LEAVE

Code: 408.2

Personal leave shall be granted to each classified employee. Nine (9) month employees shall be granted 3 days per year, and twelve (12) month employees shall receive 4 days. Personal leave may be taken as full or half days at the discretion of the employee. Two personal leave days may be carried from one year to the next.

Date of Adoption:
Readopted: July 2009
Revised: March 19, 2012

Legal References:
Section 33-1216 I.C.

Related References: