

Employees may use two (2) days of their sick leave accumulation per year for personal reasons at no reduction in pay.

Application for personal leave must be made with the employee's supervisor at least ten (10) days prior to the proposed date of such leave, when possible. In cases where extenuating circumstances exist, the supervisor may waive the ten (10) day prior notice requirement.

Personal leave is subject to the availability of substitutes, as needed, as determined by the supervisor, and to the approval of the supervisor. The supervisor shall notify the District Office of all personal leave requests.

Personal leave is not accumulative.

Personal leave approval is not a unilateral decision on the part of the employee, and failure to work cooperatively with supervisors in arranging the leave may be considered grounds for termination of employment.