

Extended personal leave may be granted to employees in addition to the two days of personal leave.

Application for extended leave must be made to the supervisor. Extended personal leave is subject to the availability of substitutes, as determined by the supervisor, and to the approval of both the supervisor and superintendent.

Employees on extended personal leave shall have deducted an amount equal to their daily contracted salary for each day of extended leave.

Extended personal leave shall not exceed twenty (20) work days.

Extended 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.