

Board of Trustees

Douglas County School District

CLASSIFIED STAFF

PERSONAL LEAVE

Effective July 1, 1984, and thereafter, upon reasonable prior notification to and approval of one's supervisor, two (2) days of leave may be granted each year for personal reasons. The taking of such days will be available without loss of pay to all classified employees who have completed their six-month probationary period.

Personal leave cannot be taken during the first ten (10) days nor the last ten (10) days of the school year for students and only one (1) day will be granted on a day preceding or following any scheduled holiday, holiday weekend, or vacation recess.

Exceptions to this restriction of personal leave use may be appealed to the Classified Personnel Administrator in cases of bona fide emergency.

Date Adopted: 06/08/82

Date Revised: 04/18/84

Date Revised: 06/11/02 (Effective July 1, 2002)