

Paid Leave

See Classified Handbook. Sick leave accrues as earned 1 day per month.

Sick leave is available for the personal illness of the employee or the illness of the employee's spouse, child, grandchild, parent or the parent or child of the employee's spouse. The superintendent shall have the right to receive verification of any illness or disability.

Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Requests for personal leave must be given to the employee's supervisor at least one week in advance of the period of leave.

If the employee leaves the employment of the district for any reason, no payment will be made for unused sick leave.

Jury Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave.

Approved: 5/05