

Policy 5.003.
Staff)

Personal Business Days (Administrators & Non-certified

Full-time employees working thirty-seven and one-half (37 ½) hours or more per week may be granted two (2) personal business days each fiscal year. An employee desiring to take a personal day shall file a request at least two (2) full working days in advance of the designated day to his/her immediate supervisor. The request shall include the reasons for the personal day. Personal business days are intended to provide employees with time for matters which cannot be addressed outside of normal working hours, for example, religious services, court appearances, etc. A personal day is not to be used to extend vacation or holiday periods without the prior written approval of the Executive Director, or his designee.

Personal days may not be taken during periods of absence from work for other reasons. Except in the case of an emergency, personal days may not be taken without the prior approval of the employee's immediate supervisor.

Part-time employees are entitled to personal business days on a pro-rated basis.

Personal days to be accumulated for the first year of employment are as follows:

- a. Date of hire between 7/1 and 12/31 – up to two (2) days.
- b. Date of hire between 1/1 and 3/31 – up to one (1) day.
- c. Date of hire between 4/1 and 6/30 – up to one-half (1/2) day.

ADOPTED: December 17, 1986

REVISED: April 25, 1991

REVISED: June 18, 1992

REVISED: June 1, 2000

REVISED: November 1, 2018