

**PERSONAL REASONS LEAVE**

A PERMANENT EMPLOYEE OF THE BOARD SHALL BE ENTITLED TO FOUR (4) DAYS IN EACH FISCAL YEAR FOR PERSONAL REASONS. WHEN USED, THESE DAYS SHALL BE CHARGED TO AVAILABLE SICK LEAVE. LEAVE FOR PERSONAL REASONS SHALL NOT BE CUMULATIVE. SUCH LEAVE MUST BE REQUESTED IN WRITING IN ADVANCE OF THE DAY THE EMPLOYEES WISHES TO TAKE OFF EXCEPT IN UNUSUAL CIRCUMSTANCES AS DETERMINED BY THE SUPERINTENDENT (DESIGNEE).

THIS POLICY SHALL BE SUPERSEDED BY ANY PERSONAL REASONS LEAVE PROVISION CONTAINED IN A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOARD AND ITS COLLECTIVE BARGAINING UNITS.

AUTHORITY: F.S. .230.22 (1) (2)  
F.S. 231.40

POLICY AMENDED: 9/5/74; 8/5/76; 3/6/90

AMENDED POLICY APPROVED: 10/1/96