

PERSONAL BUSINESS LEAVE
(Administrators)

Three (3) days personal business leave shall be granted to all administrative personnel. Personal business days shall not be cumulative; unused personal business days shall be converted to sick leave at the end of the contractual year and applied toward the maximum accrued limit. Personal business leave shall be used only for business that cannot be transacted at any other time but school hours. Administrators absent in excess of three (3) days per year for reasons of personal business shall meet with the superintendent for a decision regarding salary deduction.

Revised: 12-03-84
Revised: 12-16-91