

**POST FALLS SCHOOL DISTRICT NO. 273**

Series 600: Non-Certified Personnel: Leave and Absence

Policy No. 603.8

Policy Title: Personal Leave

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Personal leave is for business transactions that normally cannot be carried out after working hours. (For example, a day of personal leave may be taken for business transactions of the employee with an attorney, or for medical appointments or for financial transactions.)

Full time, regular, non-certified employees will be allocated two (2) days per calendar year, and part time, regular, non-certified employees will be allocated two (2) days per calendar year. A maximum of five (5) personal leave days may be accumulated and carried over from year to year. Non-certified employees are not eligible for additional personal leave days.

For purposes of this policy and determination of entitlement to personal leave, a full time, regular, non-certified employee is a non-certified employee who normally works and is employed with the district in such capacity for more than thirty (30) hours per week for forty-two (42) weeks or two hundred and ten (210) days per year and a part time, regular, non-certified employee is a non-certified employee with a regularly scheduled work assignment and who is not a seasonal, emergency or casual worker whose period of employment is less than five (5) consecutive months.

Not more than ten percent (10%) of the non-certified employees may use personal leave at any one time. For purposes of determining the ten percent (10%) limitation, requests for personal leave will be granted on a first come first served basis.

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