

5.003. Personal Business Days (Administrators & Non-certified Staff)

Full-time employees working thirty-seven and one-half (37 ½) hours or more per week may be granted up to two (2) personal business days each fiscal year. A third day may be granted for a stated reason and with the approval of the Executive Director or designee. An employee hired after January 1 of any given fiscal year shall be given one personal day for the remainder of the school year. These days will not accrue annually.

An employee wishing to use a personal day must submit an electronic request at least two (2) full working days in advance of the designated day to his/her immediate supervisor and shall state the reason for the request by general category (i.e. legal, religious, health/medical, other emergency or obligation). 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 designee.

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.

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