

Personnel -- Non-Certified

Personal Leave

Up to five (5) days absence per year (pro-rata and non-cumulative) with pay may be allowed to full-time non-certified personnel under the following categories upon approval by the Principal:

1. for legal reasons: including jury duty, court appearances and proceedings before federal, state and local government agencies, bodies and commissions, upon presentation of written verification of required participation in such activity.
2. for marriage (self, children, parents, siblings and siblings of spouse)
3. for illness in the immediate family (spouse, children, step children and parents)
4. for death in the immediate family or attendance of funerals (spouse, children, step children, parents and parents of spouse, siblings and siblings of spouse, grandchildren)
5. for religious holidays
6. for attendance of graduation exercises (self, spouse, son, daughter)
7. for personal business that cannot be conducted outside regular school hours.

This description of employee benefits and working conditions is in force unless negotiated bargaining unit agreements and/or federal or state statutes conflict with this language. Legal statutes and/or bargaining unit agreements trump policy language.

Policy adopted: August 24, 2000
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MARLBOROUGH PUBLIC SCHOOLS
 Marlborough, Connecticut