POST FALLS SCHOOL DISTRICT NO. 273
Series 600: Classified Personnel: Leave and Absence
Policy No. 603.8
Policy Title: Personal Leave

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

12-Month Employees
Full-time, regular, classified 12-month employees will be allocated two (2) days per calendar year.

Non-12-Month Employees
Regular, classified employees working fewer than 12 months of the year will be allocated one (1) day per calendar year.

A maximum of five (5) personal leave days may be accumulated and carried over from year to year. Classified employees are not eligible for additional personal leave days.

Not more than ten percent (10%) of the classified 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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