

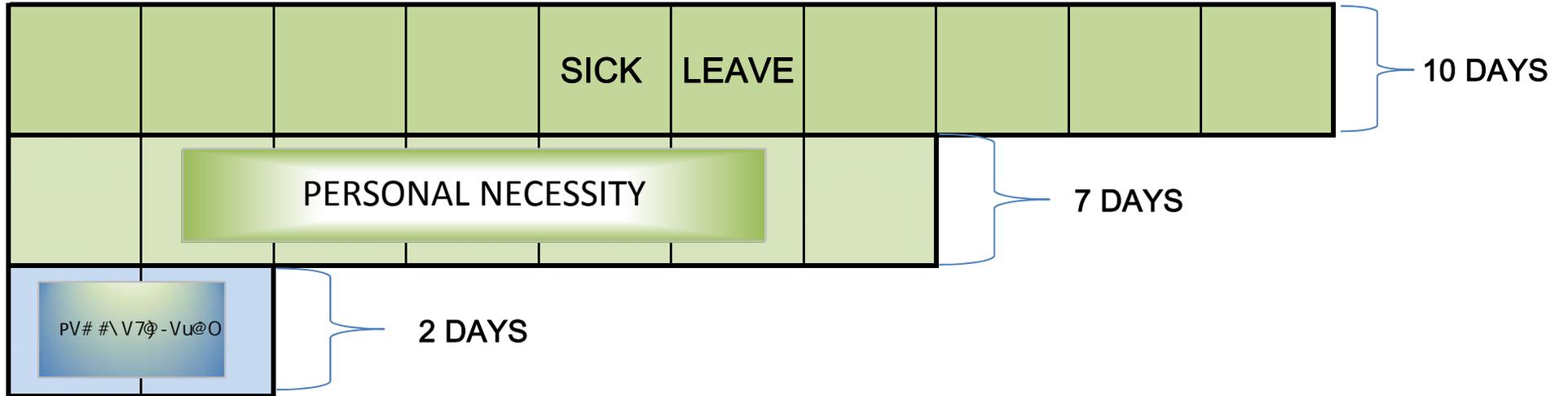
Classified

Leaves Overview

	PERSONAL (PL)	PERSONAL NECESSITY (PN)	PN CONFIDENTIAL (PNC)	SICK	VACATION
GRANT HOURS PER YEAR	2 DAYS	7 DAYS	2 DAYS	EE HRS/DAY x MONTHS/YR	
CARRY/OVER	MAX 2 (12 Month Employees) MAX 1 (10/11 Month Employees)	NONE	NONE	UNLIMITED	UNLIMITED
ELIGIBLE USE	No restrictions	Death of immediate family member (beyond bereavement time); accident of self, property, or immediate family member; appearance in court; serious illness of the immediate family.	Other personal necessities which cannot be reasonably disregarded.	Employee illness or injury; pregnancy/miscarriage/childbirth & recovery therefrom. Attend to the illness of a child, parent or spouse of the employee.	Applicable to classified staff who accrue a vacation bank of hours. Not applicable to less than full time, year round staff, whom are paid their vacation monthly in lieu of accruing a bank of hours.
	May not use more than 2 days in succession without approval of the Superintendent. All use requires advance notification to the immediate supervisor.	With advance approval of the Superintendent, additional days beyond the 7 provided may be used for death/serious illness of an immediate family member, or accident of self/property, or immediate family member's person or property.	Advance notice required for use of "other" reason - limit is 2 days per year and must be approved by the Superintendent. (The supervisor and Superintendent shall respect the confidentiality of the request.)	3 or more days may require a doctor's note stating the nature of the illness and the date the employee is able to return to work.	
TERMS					Advanced approval necessary.
SUB-CATEGORY EXPLANATION		PN provides ability to use Sick Leave for reasons other than employee illness or injury.	PNC provides ability to use Personal Necessity for confidential reasons.		
		PN use reduces Sick Leave by the exact amount used.	PNC use reduces Personal Necessity by the exact amount used.		
		PN usage is limited to the balance of Sick Leave available.	PNC usage is limited to the balance of Personal Necessity Leave available.		

Immediate Family Defined: spouse, registered domestic partner, child (includes step,) parent (includes step or in-law,) grandparent, grandchild, son or daughter-in-law, sibling (includes in-law,) or live-in relative

ANNUAL GRANT



NOTES:

-MUST HAVE COLUMN ABOVE TO USE COLUMN BELOW