

POLICIES OF THE  
BOARD OF TRUSTEES

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- (1) Personal leave for full-time personnel (those on at least a nine-month contract) may be granted up to a maximum of 24 hours per calendar year. Time taken for personal leave will be deducted from the employee’s sick leave. Personal leave time exceeding the 24 hours per calendar year must be taken as leave without pay. Personal leave time is not cumulative.
  
- (2) Personal leave may be requested at any time subject to approval by the employee’s supervisor and/or division Senior-level Administrator.