Personal Leave

Employees are allowed three days per year for personal business or bereavement leave. Personal leave may be taken at any time with the approval of the employee’s supervisor. If personal leave has been used and additional time is needed for personal issues (family death, legal issues, or other), the employee may use accrued vacation time. If no vacation time is available, the employee may request leave without pay, subject to approval of the supervisor and Director of Human Resources.

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| *Source:* |
| *Policy Revised:* |