

**SUPPORT STAFF PERSONAL LEAVE
(EXCEPT BUS DRIVERS)**

Support personnel will be allowed a maximum of three (3) days personal leave. Personal leave not used within a fiscal year will be transferred to sick leave.

All Support part-time contracted employees of the Waynesboro School Board will have three (3) days of personal leave according to the direct proportion of their contracted work days. Personnel paid on an hourly or per diem are excluded.

In the case of employees who do not remain employed for the contractual year, personal leave will be prorated based on the term of employment. An employee will need to work through the 15th of the month to be eligible for prorated personal leave for that month.

Principals or supervisors have the authority to approve/disapprove personal leave for employees in their building or under their supervision. The principal/supervisor should consult with the Assistant Superintendent about personal leave when in doubt or when additional approval is required.

Personal leave must be taken in one-half or full day increments. Full deduction will be made for absences.

The school board does not approve of any absences from the workday except for sick leave, death in the immediate family, three days of personal leave, professional leave, and emergencies.

Adopted: December 10, 2002

Revised: November 11, 2014
