



Board Policy 5003 and 5003P – Personal Leave Day

BOARD POLICY

5003

SUBJECT: Personal Leave Day

One paid personal leave day each employment year may be granted to employees except new employees shall have worked 120 days in their first employment year to be eligible to receive one paid personal leave day.

This personal leave day is noncumulative and shall be scheduled and approved by the immediate supervisor for a mutually agreeable day.

LEGAL REFERENCE: WAC 357-31-055

DATE ADOPTED: October 20, 1988
Revised: September 18, 2008
Revised: June 16, 2011
RENUMBERED January 21, 2016, from 3030

ADMINISTRATIVE PROCEDURE

5003P

SUBJECT: Personal Leave Day

The employment year is defined as September – August of any given year.

Employees must work at least 120 days to be eligible for Personal Leave in their first year of employment.

New employees who work less than 120 days in their first employment year will not receive a personal leave day. Eligibility for a personal leave day would be in September of the next employment year.

Example:

- An employee is hired on June 1 and works 66 days. A personal leave day would not be available that employment year.
- An employee is hired February 1 and works 152 days. A personal leave day would be available that employment year.