

**OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE
PERSONAL LEAVE DAY**

PROCEDURE 5004 P7

One paid personal leave day each employment year may be granted to eligible employees, except new employees must have worked at least 120 days in their first employment year to be eligible to receive one paid personal leave day. The employment year is defined as September to August of any given year; therefore, eligibility for a personal leave day for a new employee working less than 120 days would be in September of the next employment year.

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

Adopted: October 20, 1988

Revised: September 18, 2008, June 16, 2011

Renumbered: from 3030 - January 21, 2016

Converted from Policy 5003 to Procedure 5400 P7, February 21, 2019