

**OLYMPIC EDUCATIONAL SERVICES DISTRICT 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.

Personal leave days shall be scheduled with approval by the immediate supervisor.

Continuous Employment at OESD	Personal Leave Earned Per Year
1 to 5 years	1 day
6 to 10 years	2 days
11+ years	3 days
Up to 6 personal leave days can be accrued and carried over	

Date Adopted: October 20, 1988

Revised: September 18, 2008

Revised: June 16, 2011

Renumbered: January 21, 2016, From 3030

Converted: from Policy 5003 to Procedure 5400 P7

Revised: August 20, 2020