

BOARD PROCEDURE

Descriptive Code: GBRI

PERSONAL LEAVE

Date: July 21, 2008

All employees are eligible for three days of personal leave annually. To request personal leave, the following procedures are required:

- 1. Submit to the immediate supervisor a written request which specifies the date(s) of the personal leave.**
- 2. Whenever possible, the written request should be submitted one week in advance of the date of the requested leave.**
- 3. The immediate supervisor is responsible for verifying that the employee has unused personal leave, approving or not approving the leave request, and informing the administrator of the decision.**
- 4. The leave is to be entered into the daily attendance computer program by the employee prior to the leave.**

ADOPTED: 05/10/88

REVISED: 08/14/90, 08/13/91, 08/01/92, 11/03/93, 8/7/00

Columbia County Board of Education