

PERSONAL LEAVE

At the beginning of each fiscal year, each nine or ten month employee will be credited with two (2) personal days of leave at full pay. Unused personal days will be allowed to accumulate up to a total of three (3) days (prorated for hourly employees).

At the beginning of each fiscal year, each twelve month employee will be credited with three (3) personal days of leave at full pay. Unused personal days will be allowed to accumulate up to a total of five (5) days.

Administrators who work 10 months will be granted 24 hours of personal leave, which may accumulate to a maximum 40 hours. Administrators who work 12 months will be granted 32 hours of personal leave which may accumulate to a maximum ~~52~~ 56 hours. Personal leave is not to exceed ~~52~~ 56 hours in any 12-month period.

Any hours not used at the end of the fiscal year beyond what is allowed to accumulate will be forfeited.

Bargaining unit members will be governed by provisions in their negotiated agreement.

Adopted: December 9, 2003

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Reviewed: July 30, 2013

NEPN/NSBA Classification: GCCAB, GCCBB, GDCB

Legal Reference: NRS 391.180