

Personnel

Series 400

Policy Title Classified Employees Personal Leave

Code No. 414.11

For those classified employees in bargaining units personal leave is included in Master Contracts between the Teamsters and the Board. See especially Food Service Contract Article VII, Teamsters Contract Article VII, Transportation Contract Article V and Para Educator contract, Article VII.

All classified personnel not in bargaining units shall be granted not more than one (1) day of personal leave per year, except that newly employed personnel will receive two (2) days during the first year of their employment; for the transaction of necessary business which cannot be conducted on a non-school day. Unused personal leave days shall be accumulated from year to year to a maximum of five (5) days. After five (5) days have accumulated, accrued personal leave days thereafter will be added to the employees accumulated sick leave days, provided that the total number of accrued sick leave days shall not exceed one hundred forty (140).

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed: September 8, 2008
September 23, 2013

Amended: January 11, 1988
January 27, 1992
October 6, 2008
October 16, 2017

Cross Reference: