

PERSONAL & PERSONAL NECESSITY LEAVE

SICK LEAVE

- Employees' own illness, injury, doctor appointments
- One day of leave for each month of employment (10-12 days/year)

PERSONAL NECESSITY LEAVE

- Death of immediate family beyond bereavement leave, accident involving person or property or of immediate family, appearance in court, a personal emergency as determined by the principal/superintendent
- 7 days/year – deducted from available sick leave

PERSONAL LEAVE "NO TELL"

- Used for any purpose
- 3 days/year – deducted from personal necessity leave