

ARTICLE X - PERSONAL LEAVE POLICY

Section 1

Subject to a written request approved by the appropriate administrator, in advance with reasons stated, three personal leave days per year may be authorized without loss of pay for the following reasons: (In an emergency which precludes an advance request, the employee need only indicate that the request is an emergency.)

- A. To testify in Court
- B. To attend legal or civil hearings
- C. Because of serious family crisis not covered by sick leave
- D. To settle an estate
- E. To complete personal business that could not be completed at any other time

Unused personal leave shall be added to the employee's accumulated sick leave. If an employee has accumulated the maximum sick leave, any unused personal leave may accumulate to a total of 9 days.

Section 2

The day shift steward will be granted up to sixteen (16) hours personal leave and the night stewards each up to eight (8) hours personal leave to be used at his/her discretion for Union services.

Section 3 - Jury Duty

Employees required to serve on jury duty will be excused from work for such service and the Board will pay the difference between the Jury Duty pay and the employees' regular pay.