

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.3 CLASSIFIED PERSONNEL

4.306 PERSONAL LEAVE

SECTION 4.306.1 Personal Leave

Regulations

1. Short term leaves of absence may be granted to regular employees for personal reasons not covered under other provisions for paid leave(s).
 - a. Personal Leave may not be used in conjunction with concerted and individual effort for slowdowns, preparation for work stoppage, or work stoppage or other strike action(s).

Procedure

1. Employee:
 - a. Submits Request for Personal Leave (Form P-15) to immediate supervisor at least two (2) days in advance (except in an emergency), marking reason for request: Legal Business, Personal Business, Household, or Family Matters.
 - b. Submits "Statement of Absence" (P-9) form upon return to duty.
2. Manager/Supervisor:
 - a. Reviews request – approves or disapproves, taking into consideration the nature of the request and the best interests of the school/department.
 - b. Notifies employee; returns employee's copy of form.
 - c. Forwards original copy to Personnel Support Services.