

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

Page: 1 of 1

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES Reference:

4.3 CLASSIFIED PERSONNEL

SECTION 4.306 PERSONAL LEAVE

Personal leave may be granted with or without loss of pay as follows:

1. A maximum of three days per fiscal year of approved Personal Leave may be granted at half-salary. This leave shall be limited to matters which require absence during school hours and defined as:
 - a. Legal Business
 - b. Personal Business
 - c. Household or family matters
2. Approved Personal Leave in excess of three days per fiscal year may be granted without pay but with no interruption in District-paid employee benefits.