

**POWAY UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 2

**Date:** 7/29/91

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**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES Reference: EC 44962, 44963**

**4.3 CLASSIFIED PERSONNEL**

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**SECTION 4.312 PERSONAL REASONS LEAVE**

If classified personnel find it necessary to be absent for personal reasons, they may secure time off by applying to the principal or supervisor if they are going to be absent for a period of time up to three hours. Such leave is without loss of salary and is granted only when a valid reason for such absence exists. Frequent requests for such absences are to be avoided and may be approved only when the principal or supervisor is certain that the individual's duty assignment can be adequately covered without the employment of a substitute.

Requests for such leave shall be presented, in writing, except in emergencies.