

SUPPORT PERSONNEL VACATIONS AND TRIPS REGULATION

1. Leaves not to exceed five school days may be granted.
2. If available, personal leave must be used prior to, or in conjunction with, such leaves.
3. The employee will agree not to use personal leave to extend the leave beyond five days.
4. Such leaves will be without pay unless personal leave is used.
5. Such leaves shall be granted only after the employee has completed two consecutive years of service to the district.
6. Such leave will not be granted at the beginning or ending of the school year, or just prior or following scheduled school vacations.
7. Such leave shall be granted to an employee only once during a four year period.

Approved: April 23, 2007  
Reviewed: May 11, 2015  
Revised: