

Administrators shall be granted a total of three days per year for personal leave to be used at the discretion of the administrator, with approval of the supervisor. During the first year of employment, personal leave is prorated based on hire date. Personal leave not used shall be cancelled at the end of the fiscal year and returning employees shall have an equivalent number of sick leave days added to the employee's individual sick leave accrual for any unused personal days cancelled in the prior fiscal year, including retiring administrators. In the year an administrator retires, his/her unused personal leave will be cancelled and lost as of the close of business on June 30.

Certified employees shall be granted personal leave in accordance with the current UCTA Master Contract.

Support employees including support associate employees shall be granted personal leave in accordance with the current USPA Master Contract.

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