

EUREKA COUNTY SCHOOL DISTRICT

SHORT-TERM PERSONAL BUSINESS LEAVE - CLASSIFIED

- I.** Personal business is defined as any business activity that cannot reasonably be conducted outside of the employee's workday. Personal business leave as defined herein may only be granted to those employees who qualify for such leave in accordance with the provisions of this policy.
- II.** Employees qualifying for personal business leave shall notify their immediate supervisor of the intended use of a day's personal business leave at least two (2) days prior to the date to be used, except in cases of personal emergencies. In the latter case, notice should be given as early as possible. Requests for personal business leave shall be made to the employee's immediate supervisor on the appropriate form.
- III.** The employee's immediate supervisor shall consider the effect of the absence of the employee on the operation of the school and the best interests of the students before approving personal business leave on the dates requested. Approval or denial of personal business leave on the dates requested shall be communicated to the employee in writing.
- IV.** Classified employees may be granted personal business leave subject to the terms of the Eureka Schools Classified Association negotiated agreement.
- V.** Personal business leave must be used during the contract year when it comes available and may not be accumulated from year to year.

This paragraph was moved to the beginning of this policy.