

**PERSONAL DAY****SECTION 4.07****Effective Date: October 15, 2015****Approved By: Governing Board** 

Employees will be granted one (1) personal day which must, except in unusual circumstances, be used between January 1 and June 30, and one (1) personal day which must be used between July 1 and December 31 of each year. Personal days may accumulate from one timeframe through another but shall not be carried over to the following calendar year.

School Year Employees will be awarded 1.5 days upon start up in August and another 1.5 on January 1.

At the discretion of the Program Director both personal days could be used in the first time period. However, if employees terminate employment prior to the July 1st timeframe the fiscal department is instructed to deduct the value of that time from the employee's earnings.