

CLASSIFIED EMPLOYEES

VACATION
Accrued monthly based on years of service
New hires can use after 90 days of probation

220, 225, 230, 260 Employees are eligible

Hours exceeding 320 will be banked each mid-July

TEMPORARY LEAVE
Awarded at the beginning of each school year
or after 90 days of probation

Personal Business

Cannot be used before or after a holiday
or non work day

Should not be used for recreational
purposes

Employed less than 20 years = 3 days per
year
Employed more than 20 years = 4 days
per year

Family Illness

Max 14 days per year

Classified Personal Leave (One day only)

For employees that do not receive
vacation ONLY

Must exchange one PB day. If CPL is
used only have 2 PB days