

SUPPORT STAFF LEAVES AND ABSENCES
ABSENCE FOR PERSONAL REASONS

Class I Employees:

Absence for personal reason is by the employee's choice and includes those situations not covered by existing policy. When the request is granted, a deduction of one (1) day's pay for each day missed will be made. The day's pay is to be determined by dividing the annual salary by the total number of credited working days (260) for the year.

The employee must have used all of his/her vacation days before personal leave at pay deduct will be granted.