

## PERSONAL LEAVE

### Section I: LESS THAN FIFTEEN YEARS OF EMPLOYMENT

Full pay shall be allowed an employee while absent from duty for personal business for the amount of days set forth in the chart outlined in the appendix to this policy.

Personal leave shall be accrued monthly in accordance with the annual amounts included in the chart outlined in the appendix to this policy.

These days shall be in addition to the days allowed for medical leave and shall be cumulative.

### Section II: ALL EMPLOYEES

Under no circumstances shall an employee who is eligible for vacation leave receive more than the maximum amount of vacation or personal leave allowable under Miss. Code Ann. §25-3-93. A maximum of five days of personal leave may be carried over from one year to the next.

Except in emergency situations, employees shall request leave for personal reasons twenty-four (24) hours in advance of such leave.

Personal leave requests shall not be made for any day immediately preceding or following a holiday or during the first or last day of the school term. However, if an employee's immediate family member is being deployed for military service on those days, the employee may take personal leave.

