

LEAVE

623.02 Personal Leave

Regular full-time 12-month employees are given 120 hours of personal leave. Regular full-time 11-month employees are given 112 hours of personal leave. Should an employee begin employment in the middle of the school year, the number of hours is pro-rated by the remaining days in the contract year. Regular part-time school-year employees who work at least **TEN (10)** ~~twenty (20)~~ hours per week, are given personal leave, pro-rated to reflect the percentage of full-time employment. All other part time employees earn sick leave in the amount of one (1) hour for every thirty (30) hours worked.