

CLARK COUNTY SCHOOL DISTRICT REGULATION

4358

PERSONAL LEAVE: ALL EMPLOYEES

- I. Personal leave shall be granted to qualified employees without limitation as specified in the appropriate negotiated agreement.
- II. As specified in the appropriate negotiated agreement, personal leave must be used during the fiscal year when it is earned.
- III. The principal or immediate administrative supervisor shall consider the effect of the employee's absence on the operation of the school or department before approving personal leave on the dates requested. Approval or denial of the request for personal leave shall be communicated to the employee in writing.
- IV. Employees who do not have annual leave or earned personal leave available may be eligible for a short-term employee leave of absence without pay.

Legal Reference: NRS Chapter 288 Negotiations with Employee Organizations
Review Responsibility: Human Resources Division
Adopted: [4655:3/69] (8/79;10/22/81)
Revised: (10/26/93)
Pol Gov Rev: 6/28/01