

It shall be the policy of the board of trustees of Joint School District No. 391 that non-certificated employees will receive three (3) days of paid personal leave per year. Non-certificated personnel will be allowed to carry over two (2) unused personal leave days to the next year, and accumulate up to a total of five (5) days, but at no time can an employee use more than three days in a row.

**LEGAL REFERENCE:**

Idaho Code Section 33-506

ADOPTED: June 18, 1996

AMENDED: November 5, 2002

AMENDED: May 13, 2003 to be effective July 1, 2003

AMENDED: July 10, 2007