



ANNUAL/PERSONAL LEAVE DURING THE LAST FIVE DAYS OF SCHOOL
May 29th – June 4th
All Licensed and ESP Employees

Per District policy, annual or personal leave days may not be used during the last five days of school, unless the leave reason is listed in policy as an exception. If any of the exceptions do apply, you must provide both the leave reason and the policy exception in the time off description. If these exceptions are not applicable, your annual/personal leave day will be changed to a no-pay day as per policy.

DP335NEG-Annual Leave-Licensed

DP335B-Annual Leave-Education Support Professionals

7. Annual leave shall not be taken during the last five (5) days that students are in school except under the following conditions:

- a. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparents or same to one's spouse or any other person who is a member of the same household as the employee.*
- b. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.*
- c. First year employees who notify their supervisor in writing that they are ill.*