

## SUPPORT STAFF PERSONAL LEAVE

The board shall set the personal leave entitlement for support staff not covered by negotiated contracts. Such personal leave shall be with pay, provided a request has been properly submitted and approved in advance.

Full-time clerical personnel, teacher aides, teacher assistants, nurses, library aides, cafeteria, and custodial personnel shall be entitled to three days of personal or emergency leave annually.

Adopted: 3/75

Amended: July 1981

Department of Public Schools, Augusta, Maine