

**PERSONAL LEAVE**

A permanent confidential employee may be granted a leave of absence without pay for personal reasons upon the recommendation of the Superintendent or his/her designee and with the approval of the Board of Trustees, for a period not to exceed one (1) year. Upon return from approved leave, the employee will be entitled to a position within the classification of the position from which the employee is on leave. The employee shall not be granted any accumulation of either sick leave or vacation for the period of absence.