

## **Personal Leave**

Two days personal leave per year will be allowed for full time employees. The amount of days for employees that are less than full time will be prorated. Personal leave shall not be taken immediately before or after school holidays or within the first or last two weeks of the school year. Personal Leave Days must be used before the last day of June. They are not carried forward. Request for personal leave must be made in writing five days in advance of leave date. Leave may be granted at the discretion of the BOCES executive director.

Adopted: Northwest Colorado BOCES

Revised: September 9, 2010  
May 12, 2016