

1 **ARTICLE 18: PERSONAL BUSINESS LEAVE**

2 18.1 Unit employees may be granted an unpaid personal business leave of absence
3 for a maximum of twelve (12) calendar months.

4 18.2 Unpaid personal business leaves must be requested in writing to the immediate
5 manager a minimum of thirty (30) days prior to the date the leave is to
6 commence (except in emergency situations), and include the period of leave
7 requested and the general reason for such leave.

8 18.3 Unpaid personal business leave requests for five (5) workdays or less require
9 approval by the immediate manager, and the appropriate vice president or
10 President/ Superintendent. Unpaid personal business leave requests for more
11 than five (5) workdays, but not to exceed a period of twelve (12) calendar
12 months, require approval by the immediate manager, appropriate vice president
13 and/or President/Superintendent, and the Board of Trustees.
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