

4205 Convenience Leave

Convenience Leave is paid time given to employees for their absence from their assigned responsibilities. Employees may use this leave for their own personal reasons with supervisor approval. ~~Convenience leave is not cumulative; however, unused convenience leave will be placed in a convenience leave bank or converted to sick leave. The maximum number of hours that an employee may have in this bank is thirty-two (32) hours. Use of convenience leave must have the approval of the appropriate supervisor. It~~

ADOPTION DATE:

September 27, 1988; Revised August 27, 1991; March 23, 1993; Revised February 22, 1994; Revised March 21, 1995; Revised April 10, 2000; Reviewed December 12, 2006; Revised January 13, 2015; Reviewed May 26, 2015; Revised May 24, 2016; Revised June 13, 2017; Revised January 24, 2023

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 4200, 4245, 4065, 4065-R

ADMINISTRATIVE REGULATION: