



PERSONNEL RULES AND REGULATIONS

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| RULE 12: <i>Types of Leave</i> | APPROVED: REVISED: |
| REGULATION 10: <i>Professional Leave</i> | Pages: 1 of 1 |

Section 1: Introduction

Because exempt employees may be required to periodically work long or irregular hours to complete their work without compensation, attend various meetings, and participate in business-related functions outside normal business hours, Professional Leave may be granted.

Section 2: Provisions

- A. Exempt employees shall be eligible to receive three (3) days of Professional Leave.
- B. Leave will be for a calendar year only and cannot be accumulated or carried over to a subsequent year.
- C. Leave is completely discretionary upon approval of the Department Head.
- D. Use of Leave must be documented as such for payroll purposes.
- E. Leave is not an entitlement nor is it subject to accrual or payment for unused leave.