

GRAYS HARBOR COLLEGE
Operational Policy

**Subject: PERSONAL LEAVE DAYS FOR
ADMINISTRATIVE/EXEMPT EMPLOYEES**

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Operational Policy Number: 629

Date adopted: 5/16/88 Revised: 7/20/98, 6/18/02

Full-time administrative exempt employees shall be granted three (3) days of paid personal leave per contract year. The purpose of the leave is to provide opportunity to conduct necessary personal business not covered under sick leave provisions. Said leave is not cumulative, and employees may not be compensated for unused personal leave. Employees intending to take a day of leave shall consult with their supervisor as far in advance as reasonably possible. This leave shall not be charged against any other leave account.