

Board of Education Policy 7.4890
Administrative Procedure

Petty Leave

Petty Leave: Reference Board of Education Policy 7.4890

- Petty leave shall be defined as an absence from the work station that is generally less than one hour in length.
- Petty leave may be awarded to certified full-time employees only.
- Prior approval, except in cases of emergency, should be received for the use of petty leave.
- The granting or denial of a request for petty leave shall be based upon the welfare of the employee and students.
- A record of all petty leave granted and taken shall be maintained by the employee's supervisor.

Superintendent

Date