

**PERSONNEL SERVICES**

**Policy 4320**  
**(Regulation 4320)**

**Absences, Leave and Vacation**

**Personnel Leave**

The Board of Education shall adopt regulations for the following types of leave for District employees:

1. Paid Time Off (PTO) Leave
2. Bereavement Leave
3. Leave for Jury Duty
4. Military Leave
5. Leave of Absence
6. Family and Medical Care Leave (See Policy and Regulation 4321.)

Specific provisions of the various types of District leave are described in Regulation 4320.

Board Adopted June 2016  
Board Reviewed October 20, 2016