

## PERSONNEL

Personal LeaveA. Personal Leave: No Deduction in Pay

Full-time employees who do not have vacation leave will be advanced two days of personal discretionary leave per year. A maximum of five personal leave days may be accumulated. Any unused personal leave, in excess of five days, will be converted to sick leave at the end of each school year.

Employees eligible for personal leave are discouraged from requesting such leave at times when a substitute may not be able to adequately handle the responsibilities of the job. Specifically, a personal leave request will be disapproved, unless there are extenuating reasons, during the following periods:

1. The first ten student days and the last ten student days of the school year,
2. The day before and the day after a local, state, or national holiday as established and announced by the school board and/or its chief executive officer, the superintendent of schools.

A written, detailed statement must be submitted to the director for personnel if, for extenuating reasons, personal leave is requested during these periods.

B. Leave at "Full Day" Deduction

Once an employee depletes his/her personal leave, all other absences other than sick leave or professional leave will be deducted from pay at the "full pay" rate.

C. Substitute Coverage

If personal leave is approved by the school principal and the director for personnel, the procurement of a substitute, if required, is automatically authorized.

D. Limitation

Principals must exercise judgment in granting time away from school for emergencies which occur during the school day. Personal leave or sick leave may be taken in no less than the equivalent to one-half day increments. Other absences from assigned duties may be granted for a period of no more than one hour. Such absences will not be charged against sick leave or personal leave but should be permitted only when students are not in attendance or in cases of extreme emergency. Questions regarding this regulation should be referred to the director for personnel.

Approved by Superintendent: October 17, 1978

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Personal Leave (continued)

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