

PERSONAL LEAVE

A. Eligibility

Full-time (defined as an average of 30+ hours per week) contracted employees are eligible to earn personal leave.

1. Teachers and administrators may earn personal leave at the rate of three (3) days per year.
2. Support staff (i.e., paraprofessionals, secretaries, custodians, food service workers, mechanics) may earn personal leave at the rate of three (3) days per year.

A full-time employee hired mid-year will earn personal leave on a pro-rated schedule.

B. Accumulation of Personal Leave

Personal leave must be used in the same contract year in which it is earned. Any unused personal leave will be converted to accumulated sick leave at the end of the contract year.

C. Allowable Use of Personal Leave

While personal leave is designed primarily to enable employees to conduct essential personal business that cannot be transacted during off-duty time, personal leave may be used for any reason in full- or half-day increments.

Employees must provide their immediate supervisor with reasonable notice of their intention to use personal leave, so that the supervisor may make necessary arrangements to cover the duties of the absent employee.

Approval of the use of personal leave will be granted for the specific date(s) requested whenever possible, but approval is not automatic. The employee's immediate supervisor must take into account activities scheduled for the date(s) the employee is requesting use of personal leave. Approval of the use of personal leave will not be unreasonably withheld.

D. Exceptions

Employees may not use personal leave during the first or last week of each school year, or on the day immediately preceding or following a holiday break.

Employees may not use personal leave, even if previously approved, if more than ten percent of the full-time employees at the employee's assigned location are scheduled to be out on requested day(s).

E. Payments for Unused Personal Leave Upon Separation from the School Division.

No payment will be made for unused personal leave upon separation from the school division. Any unused personal leave accrued at the time of separation will be converted to sick leave. The method of payment for unused sick leave is articulated in the Sick Leave regulation.

F. Unauthorized Use

An employee who uses leave in an unauthorized manner that is inconsistent with School Board policies and regulations may be subject to disciplinary action including loss of pay, reprimand, termination of employment, or other action deemed appropriate by the Superintendent or his designee.

Adopted: March 19, 2018