

Policy Title: Leaves	Revised Date 6/8/10
Personal Leave With Pay	Policy Number 408.3

- (1) Personnel shall be granted personal leave at full pay to be taken at the convenience of the District. A principal/supervisor may deny or limit approval of personal leave on any given day based on the needs of the school.
- (2) Personal leave shall not exceed three (3) days per year and is non-cumulative. Personal leave days are accrued at the rate of one for every one-third of the employee's year. If the employee is hired for less than the full year, the number of personal days will be prorated. These days may be taken as full or half days or any combination thereof resulting in a total of not more than three (3) full days. A personal leave day is defined as the number of hours the employee works each day. If, at the time of termination, an employee has used personal leave in excess of that which was earned, it shall be deducted from his/her final paycheck.
- (3) At the end of the school year, a certified employee may determine to be paid for his/her unused annual personal leave at the rate of \$220.00 per day.

A non-certified employee may determine to be paid for his/her unused annual personal leave at the current substitute rate for their position.

It shall be the responsibility of the staff member to notify the Personnel Office, in writing, prior to June 15th of each year of their intent to be paid. If the Personnel Office is not notified, in writing, by June 15th of each year, the unused personal leave days shall be lost forever.

- (4) **Personal leave days within the first and last two (2) weeks of school:**
Personal leave days are discouraged from use during the first two (2) weeks and the last two (2) weeks of school. Such leaves shall be for substantial and reasonable cause. Anyone wishing to use personal leave during this time must submit a written request to the building principal with as much advance notice, as possible, for consideration. The request must specifically state why the employee wishes to use his/her personal leave days. Requests denied may be considered for leave without pay.