PERSONAL LEAVE

1. Accrued Paid Personal Leave

   Leave with pay, not to exceed three days in any school year, may be used by a full-time ten or eleven-month employee to conduct essential personal matters which cannot be transacted during off-duty time.

   As a significant number of absences due to personal leave have an adverse impact on school operations, the following guidelines are designed to minimize absences during critical periods, i.e. at the end or beginning of the school year, during testing periods, professional development days, etc.

   a. Less than 12 Month Contracts

      I. Up to three (3) days of paid leave are allowed each year to less than 12-month contracted employees for personal leave. Unused personal leave may accumulate up to six (6) days. Remaining personal days at the end of an academic year in excess of six (6) days will be credited to sick leave only at the end of the academic school year. At termination of employment any UPB balance will convert to sick leave.

      II. Leave of one (1) day's duration may be approved by the director or his/her designee. The employee need not divulge the reason for absence, but must obtain prior approval unless emergency or unusual conditions exist. Requests for two (2) or more consecutive days of leave or for one (1) day taken in conjunction with a holiday period or winter/spring breaks shall be made in writing to the director. This request shall be submitted at least five (5) school days prior to the anticipated dates of absence and shall state the nature of the business.

2. Contracts Which are Changed to 12 Month Contracts

   When an employee's contract is changed from 9 ½, 10, or 11 months to 12 months, unused personal leave is credited to sick leave at the time of contract change.

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Pol No. 5070	Family and Medical Leave (FMLA)
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