

PROFESSIONAL PERSONNEL
PERSONAL LEAVE

Application for Leave:

Three (3) days per school year of personal leave is available to full-time staff.

All part-time contracted employees will have three (3) days of personal leave according to the direct proportion of their contracted work days.

Employees will file a Leave Request Form with the principal or supervisor not less than two week prior to the date for which leave is requested. In cases of an emergency, the principal or supervisor may waive the two-week notification.

For all leave requests to be approved, they must have the signature approval of both the principal/supervisor. The additional signature approval of the Assistant Superintendent is required for requests of to use all three (3) personal leave days consecutively.

The principal/supervisor and the Assistant Superintendent may disapprove the leave request for the following reasons:

- A. Personal leave may be subject to disapproval when the services of the employee are required on the date for which leave is requested, but is not subject to question regarding reason for the request.
- B. Unavailability of appropriate substitute
- C. If total absenteeism is more than 20% of the staff in any particular work site.
- D. Previously scheduled and announced activities at the school or department requiring the presence of the employee

Final approval or disapproval of leave request rests with the principal/supervisor and the Assistant Superintendent. Unless extenuating circumstances are established, leave requests for the following periods will be disapproved:

- A. Days during the last fifteen (15) workdays of the school term
- B. The day before or after a holiday period
- C. During teacher workdays or on make-up days

Employees must submit email/written requests for exceptions in advance of completing a Leave Request Form of the above to the Assistant Superintendent for consideration of any of the above time periods. However, such consideration is subject to question regarding reason for the request. Documentation of approval must be attached in submitting the Leave Request Form.

Adopted: December 14, 1999

Revised: November 11, 2014