

**SUPPORT STAFF PERSONAL LEAVE
(EXCEPT BUS DRIVERS)**

Three (3) days per school year of personal leave is available to full-time support staff, excluding bus drivers.

All twelve (12) month part-time contracted employees of the Waynesboro School Board will have three (3) days of personal leave according to the direct proportion of their contracted work days.

For those employees hired after the prescribed reporting date or those terminating prior to completion of the contract, personal leave shall be computed on a pro rata basis.

Personal leave not used within a fiscal year will be transferred to sick leave.

Employees will file a Leave Request Form with the principal or supervisor no less than two weeks prior to the date for which leave is requested. In cases of an emergency, the principal or supervisor may waive the two-week notification.

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.

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

Final approval or disapproval of leave requests 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. On make-up school days
- D. Previously scheduled and announced activities at the school or of the department requiring the presence of the employee
- E. Lack of coverage due to the number of staff absences in the same position/department.

Employees must submit email/written requests for exceptions, in advance of completing a Leave Request Form, 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 10, 2002
Revised: November 11, 2014