

**PROFESSIONAL STAFF  
PERSONAL LEAVE**

Professional personnel will earn three (3) days personal leave annually. In addition, employees may accumulate a maximum of three (3) days personal leave. Personal leave, not used within a fiscal year, that exceeds the maximum accumulation allowed, will be transferred to sick leave.

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

In the case of employees who do not remain employed for the contractual year, personal leave will be prorated based on the term of employment. An employee will need to work through the 15<sup>th</sup> of the month to be eligible for prorated personal leave for that month.

Principals or supervisors have the authority to approve/disapprove personal leave for employees in their building or under their supervision. The principal/supervisor should consult with the Assistant Superintendent about personal leave when in doubt or when additional approval is required.

Personal leave must be taken in one-half or full day increments. Full deduction will be made for absences.

The school board does not approve of any absences from the school day/classroom except for sick leave, death in the immediate family, three days of personal leave, approved professional leave, vacation, and emergencies.

Adopted: February 14, 1995

Revised: December 14, 1999; November 11, 2014; October 8, 2019

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