

## PROFESSIONAL STAFF PERSONAL LEAVE

Three (3) days per school year of personal leave is available to full-time staff, in addition to the maximum of 3 days personal leave accumulated from previous years.

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

Employees will submit their Leave Request through the Employee Self-Serve System (ESS) for approval by the principal or supervisor not 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.

For all leave requests to be approved, they must have the electronic signature and approval date of the principal/supervisor recorded in ESS. The additional approval of the Assistant Superintendent is required for requests to use three (3) or more 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 to the above, in advance of entering a Leave Request in ESS, to the Assistant Superintendent for consideration of leave requests for the restricted time periods. However, such consideration is subject to question regarding reason for the request. Documentation of approval for the exception will be forwarded to the principal/supervisor.

Adopted: December 14, 1999

Revised: November 11, 2014; October 8, 2019