

Two (2) days of personal leave will be available to each certified employee. Reasonable advance notice to the principal is required along with the certified employee's reason for taking leave, and subject to substitute availability, and not more than two (2) certified employees from any building may be absent on personal leave any day, except for an emergency.

Personal leave may not be taken on the day(s) immediately prior to or immediately following scheduled vacations or holidays, without administrative approval based upon proper justification.

Certified employees who do not use their current year's personal leave will be compensated at the end of the school year at the average rate of substitute teacher pay, for each unused current year personal leave day, not to exceed two (2) days, unless employee elects to accumulate.

Unused personal leave may be accumulated to a total of ten (10) days; subject to the following limitations:

1. Unless administration approval is obtained in advance, not more than five (5) days of personal leave (accumulated or current) shall be used consecutively or within one (1) semester; and
2. Any certified employee desiring to accumulate personal leave in any school year shall, before June 1 of each year, notify the administration in writing of such certified employee's election to accumulate, which election shall be binding and irrevocable for the school year in which made; and
3. No certified employee shall be compensated at the end of the year for any unused leave which such certified employee has elected to accumulate.

Certified employees who have given formal notification that they will retire at the end of the school year, will be eligible to be compensated at the end of their employment at the average rate of substitute teacher pay, for up to and including seven (7) unused personal leave days.

### **TEMPORARY EMPLOYMENT**

Personal leave shall only be accrued and used during the regular school year as determined by the Board of Trustees. Temporary employment during the summer months when school is not in session does not qualify for use or accrual of personal leave time.

Policy Cross Reference:

Legal Reference:

**Policy History:**

Adopted:	06/12/1978
Amended:	08/09/1982
Amended:	10/30/1989
Reviewed:	08/13/2007
Reviewed:	10/15/2007
Amended:	10/15/2007
Reviewed:	08/19/2013
Amended:	08/19/2013
Reviewed:	07/18/2016
Amended:	07/18/2016
Reviewed:	08/14/2017
Amended:	08/14/2017