

Personal Leave

A. Generally

Beginning July 1, 2010, full time employees shall, upon pre-notification and without specifying the reason to the superintendent or his representative, be granted three (3) days of personal leave per year not accumulative from year to year.

Beginning July 1, 2010, full time support staff shall, upon pre-notification and without specifying the reason to the superintendent or his representative, be granted one (1) day of personal leave per year not accumulative from year to year.

Full time support staff hired prior to July 1, 2010, shall upon pre-notification and without specifying the reason to the superintendent or his representative, be granted three (3) days of personal leave per year not accumulative from year to year.

B. Grounds

Personal leave may be used at the discretion of the teacher subject to the limitations outlined in “C” below.

C. Limitations

Personal leave days shall not be granted on the date before or after a vacation or holiday period. Personal leave may not be used during the first or last teaching week of the school year.

No more than 5 percent of the staff shall be granted personal leave on a given day. The staff member will be notified at the time of prenotification if his/her request exceeds this limitation.

D. Control Year

The control year for use of personal leave shall be July 1 to June 30 of the following year.

E. Unused Personal Leave

Beginning July 1, 1992 an employee’s unused personal leave as of June 30 of each contract year will be added to his/her accumulated sick leave within the limits outlined in policy GDBA-R8.

Adopted: February 13, 1979
 Amended: May 17, 2010
 Amended: June 21, 2010