

Personal Leave - Certified Personnel

Five days of personal leave are granted each year. Three days are with full pay. Two additional days will be allowed with the cost of the highest substitute rate deducted from the employee's pay.

A statement requesting personal leave with the dates needed will be authorized by the employee's immediate supervisor. Requests will be made as far in advance as possible so that a substitute may be arranged. The employee may choose to use the two employee paid personal days before using days with full pay.

Employees may accumulate up to ten days of personal leave. The decision to accumulate days must be made prior to June 1st each year. This option applies only to the days that are granted with full pay.

At the end of each year, but prior to June 1st, employees will be offered the opportunity to receive one day's substitute pay, based on the highest substitute rate, for each day of personal leave not used. This option applies only to the days that are granted with full pay.

A request for days beyond those allowed with pay must be presented to the superintendent for board approval. Additional days may be approved but will result in salary adjusted for days or portions of days that employees are absent.

Personal Leave - Classified

Five days of personal leave are granted each year. Three days are with full pay. Two additional days will be allowed with the cost of the lowest substitute rate, not to exceed the employee's daily rate, deducted from the employee's pay.

A statement requesting personal leave with the dates needed will be authorized by the employee's immediate supervisor. Requests will be made as far in advance as possible so that a substitute may be arranged. The employee may choose to use the two employee paid personal days before using days with full pay.

Employees may accumulate up to ten days of personal leave. The decision to accumulate days must be made prior to June 1st each year. This option applies only to the days that are granted with full pay.

At the end of each year, but prior to June 1st, employees will be offered the opportunity to receive one day's substitute pay, based on the lowest substitute rate, for each day of personal leave not used. This option applies only to the days that are granted with full pay. If the substitute rate exceeds that of the daily rate of the employee, the employee's daily rate will be used.

A request for days beyond those allowed with pay must be presented to the superintendent for board approval. Additional days may be approved but will result in salary adjusted for days or portions of days that employees are absent.

Policy History:

Adopted on: 03/25/2008

Revised on: 06/23/2015