

Handbook Part I

SECTION 12. PERSONAL LEAVE

12.01 Personal Days Provided

A. Calendar Year Employees*: Employees shall be entitled to up to 2 days of personal leave each employment year. Such days shall be deducted from the employee's accumulated sick leave.

B. School Year Employees: Employees shall be entitled to up to 2 days of personal leave each employment year. Such days shall be deducted from the employee's accumulated sick leave.

* Personal day benefit does not apply to employees covered under Part IV – Executive Support Staff.

12.02 Supplemental Personal Leave

An employee who has exceeded the maximum accumulation of sick days as defined in Part I, Section 9.03 and who is entitled to sick leave buy back (Part I, Section 9.04c) may request in writing to the District Administrator supplemental personal leave. If approved by the District Administrator, an employee may exchange four (4) unused sick days for one (1) personal day in lieu of the buyback option identified in Part I, Section 9.04c. Employees are required to use their current personal days prior to this request and these days may not be banked for future use. The intent of this provision is to provide additional flexibility to staff while not incurring an additional expense for the district.

12.03 Reasons for Personal Leave

Personal leave may be used for compelling personal obligations which cannot reasonably be conducted outside of the employee's workday. Hourly staff covered under Part III of the Handbook may utilize personal leave for days when school is cancelled.

12.04 Personal Leave Day Restrictions

~~Personal leave days shall not be used to extend a holiday, or school recess period.~~ The personal leave day will not be granted during the first or last week of a semester, on a parent-teacher conference day or on an in-service day. Personal leave during these periods may be approved for personal business that cannot be rescheduled for a different time at the discretion of the District Administrator or his/her designee. In addition, personal leave shall not be used to attend Association membership meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.

12.05 Approval of Personal Leave and the Total Number of Employees on Personal Leave

A. The request to the Administrator shall be made as far in advance as possible, normally not less than five (5) days. Emergencies may delay the submitting of the request until the employee returns to work.

B. The Administrator has the right to approve or disapprove all requests.

C. No more than three (3) employees covered under Part II of the handbook and no more than two (2) employees covered under Part III of the handbook per building may take personal leave on any given day when school is in session, unless the District Administrator or his/her designee grants approval to exceed the five (5) total employee limit per building.

12.06 Part-time Employees

Part-time employees will receive personal leave on a pro-rated basis based upon the number of hours they are scheduled to work. The pro-rated amount shall be based on the assumption that a full-time employee works 2,080 hours per year.

12.07 Personal Leave Increments

Personal leave may be allowed in increments of one-half day.