

CERTIFICATED EMPLOYEE PERSONAL LEAVE

Allowance with full pay: A maximum of two (2) days (accumulative to 3 days) personal leave per year (subject to the following guidelines):

- a. Advance notice,
- b. Approval of the principal so that an adequate substitute can be employed.
- c. A maximum of three (3) days unused personal leave from the current year may be transferred to the following year's accumulated sick leave.
- d. See negotiated agreement item d.

When an employee has exhausted his/her leave days, with no loss of pay, he/she may request additional days of personal leave with loss of full pay. Pay loss shall be deducted on a salary per day basis.

Pay deducted is based on the factor of number of days in the teaching contract. An agreement should be made between the administration and teacher involved before such leave is taken.

The requirements stated in the Negotiated Agreement between employees in that certified collective bargaining unit and the board regarding the vacations, holidays and personal leave of such employees shall be followed.

Cross Reference: 602.01 School Calendar

Approved \_\_09/13/2010\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_