

PERSONAL LEAVE REQUEST

5.3 The Board shall grant each certificated employee, who is employed on a regular and daily basis, two (2) days of personal business leave without loss of pay providing the following Criteria is met:

a. Personal leave days will not be granted the day before or after a school holiday or vacation day, on an institute day, during school improvement activities, or during the first five (5) days or the last five (5) days of the school term.

b. All personal leave requests will be granted based upon substitute availability. If a reasonable number of substitutes are not available, requests will be approved based upon the order in which they were received as verified by timestamp of receipt.

c. Notice of intent to use a personal leave day shall be made, in writing, to the Superintendent or his designee at least one week in advance. After receiving the written request, the Superintendent shall reply back with a written approval or denial with the reasons for the denial within three (3) days from receiving the original request.

d. Any unused personal days shall accumulate to a maximum of (5) five days. All unused personal leave days in excess of the maximum allowed to accumulate will rollover into sick leave. Any unused personal days accumulated when an employee ceases employment with the District shall be reimbursed at the substitute teacher rate of pay after the employee's last day of service to the District and after the employee has received his or her final paycheck for services or may accumulate as sick leave at the employee's discretion.

e. Personal leave shall be utilized in full and one-half day increments. A half-day leave shall be defined as the beginning of the school day to 11:45 a.m. or 11:45 a.m. to the end of the school day.

REQUEST FORM:

I, _____, request permission to use _____ day(s)
(Please, Print Name)

of my accumulated personal leave on _____.

Signature

Date

Approved _____

Denied Reason: _____

Signature of Superintendent

Date