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Statement of.....

Policy and Responsibility

SUBJECT: CLASSIFIED PERSONAL LEAVE

A. Personal Leave for Contract Employees

1. A principal may, in his discretion, excuse an employee from regular assignment for a period not to exceed one-half day provided the employee's assignment can be covered by other employees and no substitute is hired.
2. Each contracted employee will be allowed three days of personal leave hours each year. After using personal leave hours equivalent to one day, subsequent personal leave hours will be paid at seventy percent (70%) of the employee's hourly rate.

Except in the case of emergencies, a written request to the principal, or his designee, shall be made at least one day before such leave is to be taken. No more than ten percent of the employees in a given school will be allowed fewer than two. Exceptions may be approved by the Superintendent. Personal Leave shall be the reason indicated in TimeForce by the employee's supervisor.

Each school year, personal leave is not to be used either the first or the last five (5) days students are in school.

3. Contract employees who do not use any personal leave during the contract year will be paid a \$75 stipend on the last paycheck of that contract year.
4. In emergency situations the Board or the Superintendent may extend temporary leave to an employee for a longer period; however, the cost to be deducted will be the same.
5. During each contract year, each employee shall be allowed two days of paid leave for the purpose of adopting a child.

B. Personal Leave for Hourly Employees

1. Hourly employees shall be allowed to convert two days of sick leave per year to personal leave.
2. Personal Leave shall be the reason indicated in TimeForce by the employee's supervisor.