

G-b-10 Personal Leave

Each licensed and authorized employee and Pre-K teacher shall be granted two (2) days of paid personal leave per school year. Each licensed teacher shall receive an additional personal leave day (1) after his/her fifth consecutive year in the district. Accordingly each licensed employee shall be granted three (3) days of personal leave upon the start of the sixth consecutive year of employment.

Permission to use such personal leave days on the dates requested shall be subject to the discretion of the Superintendent of Schools or designee. Leave on the dates requested shall not be unreasonably denied.

Personal leave days before or after a holiday shall be approved only in unusual circumstances where feasible alternatives are not available. The employee shall present a rationale as to the urgency and necessity of the leave request. The employee's immediate supervisor and the Superintendent of Schools or designee shall consider and may approve the request. The Superintendent of Schools shall have final authority to approve such leave.

Personal leave days which are not used shall not be carried forward from one school year to the next school year.

The District will buy back any unused licensed staff personal days at the current daily substitute teacher rate, payable at or about the end of the school year.

Revised: ~~May 2, 2007, December 20, 2010, September 26, 2012,~~ March 24, 2016