



PERSONAL LEAVE Restrictions for Instructionally-Related Staff

Board Policy DEC (LOCAL) differentiates the manner in which State Personal Leave is used.

Non-Discretionary Use – The reasons for the use of this leave would be employee’s illness, employee’s immediate family member’s illness, family emergency, death in the employee’s immediate family, military leave, birth or placement of a child and taken within the first year after the child’s birth, adoption, or foster placement.

Discretionary Use – The reasons for the use of this leave is at the individual employee’s discretion, subject to limitations as set out below:

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee at least three days in advance of the anticipated absence. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee’s absence on the educational program or District operations, as well as the availability of substitutes.

Discretionary use of state personal or local personal leave shall not be permitted for instructionally related personnel on the day before a school holiday, the day after a school holiday, days scheduled for state-mandated assessments, or professional development days.

The 2020-2021 restricted dates for discretionary personal leave are:

August 12-14, 2020	Professional Learning
August 17-18, 2020	Professional Learning
September 4, 2020	Day before Labor Day – District Holiday
September 8, 2020	Day after Labor Day – District Holiday
October 9, 2020	Professional Learning
October 13, 2020	Day after Columbus Day – District Holiday
November 23-24, 2020	Professional Learning/Trade Day
November 30, 2020	Day after Thanksgiving – District Holiday
December 18, 2020	Day before Winter Break – District Holiday
January 4, 2021	Professional Learning
January 18, 2021	Professional Learning/Trade Day
February 12, 2021	Professional Learning
February 16, 2021	Day after President’s Day – District Holiday
March 5, 2021	Professional Development
March 12, 2021	Day before Spring Break – District Holiday
March 22, 2021	Day after Spring Break – District Holiday
April 1, 2021	Day before Good Friday – District Holiday
April 5, 2021	Day after Good Friday – District Holiday
May 28, 2021	Day before Memorial Day – District Holiday