

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(REGULATION)

State Personal Leave	Personal leave days are limited to five days per school year.
Non-Discretionary Use	For non-discretionary absences, an employee must notify the principal or immediate supervisor immediately upon knowledge of the absence.
Discretionary Use	To request discretionary leave, the employee shall submit a written request to the immediate supervisor five (5) days in advance of the anticipated absence.
<i>Limitations</i>	<p>Discretionary use of leave for campus personnel shall not be allowed in the following circumstances, unless authorized by the building principal or supervisor:</p> <ol style="list-style-type: none">1. The day before or after a school holiday;2. Days scheduled for end-of-semester or end-of-year exams;3. Days scheduled for state-mandated assessments;4. Professional or staff development days; or5. The first or last day of the instructional year. <p>The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be factors considered for approval by the principal or supervisor.</p>