



## **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 2021-2022 restricted dates for discretionary personal leave are:

August 11-13, 2021	Professional Learning
August 16-17, 2021	Professional Learning
September 3, 2021	Day before Labor Day – District Holiday
September 7, 2021	Day after Labor Day – District Holiday
October 8, 2021	Professional Learning
October 12, 2021	Day after Columbus Day – District Holiday
November 22-23, 2021	Professional Learning/Trade Day
November 29, 2021	Day after Thanksgiving – District Holiday
December 17, 2021	Day before Winter Break – District Holiday
January 3, 2022	Professional Learning
January 17, 2022	Professional Learning/Trade Day
February 18, 2022	Day before President’s Day – District Holiday
February 22, 2022	Day after President’s Day – District Holiday
March 4, 2022	Professional Development
March 11, 2022	Day before Spring Break – District Holiday
March 21, 2022	Day after Spring Break – District Holiday
April 14, 2022	Day before Good Friday – District Holiday
April 18, 2022	Day after Good Friday – District Holiday
May 27, 2022	Day before Memorial Day – District Holiday