

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4202

**PERSONAL LEAVE**

**RESTRICTED USE DURING FIRST AND FINAL FIVE (5) DAYS OF SCHOOL YEAR**

Recognizing the importance of certain professional services to students that are an inherent part of the beginning and final five days of each school year, it is imperative that school personnel should be in attendance to accomplish these various activities.

Employees requesting personal leave shall:

- (1) make such leave request whether with or without pay, in writing to the Director of Personnel stating the reason.
- (2) the principal/supervisor shall endorse or reject the request.
- (3) plan for accomplishing opening or closing school tasks.

The Director of Personnel shall approve only those unusual critical requests.

ADOPTED: 5/28/74

AMENDED: 7/18/77; 6/20/83; 4/18/11; 6/22/15