



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 2023-2024 restricted dates for discretionary personal leave are:

August 9-11, 2023	Professional Learning
August 14-16, 2023	Professional Learning
September 1, 2023	Day before Labor Day – District Holiday
September 5, 2023	Day after Labor Day – District Holiday
September 18, 2023	Instructional Planning Day
October 6, 2023	Professional Learning
October 10, 2023	Day after Columbus Day – District Holiday
November 6, 2023	Instructional Planning Day
November 20-21, 2023	Professional Learning/Trade Day
November 27, 2023	Day after Thanksgiving – District Holiday
December 20, 2023	Day before Winter Break – District Holiday
January 4, 2024	Instructional Planning Day
January 5, 2024	Professional Learning Day
January 15, 2024	Professional Learning/Trade Day
February 16, 2024	Instructional Planning
February 20, 2024	Day after President’s Day – District Holiday
March 8, 2024	Day before Spring Break – District Holiday
March 18, 2024	Day after Spring Break – District Holiday
March 28, 2024	Day before Good Friday – District Holiday
April 1, 2024	Day after Good Friday – District Holiday
April 19, 2024	Instructional Planning Day
April 23, 2024	Day after Earth Day – District Holiday
May 24, 2024	Day before Memorial Day – District Holiday
May 28, 2024	Day after Memorial Day – District Holiday

