

PERSONAL LEAVES AND ABSENCES

Three annual non-accumulative paid personal leave days are provided for all full-time employees. A fourth day will be provided those employees with at least three (3) years educational experience. A fifth day will be provided those employees with at least ten (10) years educational experience. Personal leave days are provided at the beginning of an employee's contract year. Not more than three (3) of the earned days may be taken during any semester. Employees are required to notify their principal and/or supervisor at least three (3) days in advance of taking personal leave although it is recognized that advance notification may not always be possible.

Requests for personal leave should be submitted on the approved form to the principal/work site supervisor for approval. Principals/work site supervisors shall provide the Superintendent with a monthly accounting of personal leave usage by employees under their supervision with the monthly payroll report.

Conversion to Sick Leave

Personnel may convert unused, unreimbursed personal leave days to sick leave days at the end of the school year. This conversion must be done during the year the personal leave is earned. Requests for converting days must be received in payroll no later than the end of the last school day each year.

It is recommended that employees not request to be on personal leave:

- (1) during the first two weeks or last two weeks (10 school days each) of the school year (school year here defined as when students are in attendance;
- (2) for more than four (4) requests for one-half days leave per year;
- (3) when daily requests exceed more than ten (10) percent of a school's certified staff
- (4) for more than (3) days in any semester of half/year term.

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At the end of the employment year any unused personal leave days will be reimbursed at the daily rate reflective of the current school year substitute pay scale for certified personnel and reflective pay for uncertified personnel.

Employment with the School System

Employees may not use personal days for supplemental employment with the school system for additional pay above the regular contracted salary.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: June 27, 1983; REVISED: January 16, 1986; July 17, 1986;
August 18, 1988; September 21, 1989; June 21, 1990;
January 21, 1993; Revised: February 22, 1996; Revised:
January 20, 2000; Revised: July 20, 2006; Revised:
Revised: July 20, 2006; Revised: June 5, 2008

LEGAL REF: The Code of Alabama, 16-1-18.1(1975), 16-11-
9(1975), 16-18-26(1975).

