

# AFSA High School

Adopted:  
Revised:

District 4074

## **447 EMPLOYEE PERSONAL TIME**

### **I. PURPOSE**

The purpose of this policy is to provide for the utilization of personal time as granted per the employee contract.

### **II. GENERAL STATEMENT OF POLICY**

Personal days may be used at the discretion of a staff member and may be used to attend a child's school-related conferences and activities that cannot be scheduled during non-work hours. Personal time must be taken in 4 hour increments.

### **III. USE OF PERSONAL DAYS**

Guidelines for using personal days include:

1. Each Full time employee is granted 3 personal days for use during the contract year. The number of personal days will be pro-rated for non-full-time staff.
2. No more than one staff member may be gone per department.  
There are three departments for the purposes of this policy:  
1) administrative staff, 2) regular education staff and 3) special education staff. The staff member's department will be identified in their contract.
3. When requesting to use a personal day, the employee must submit a signed Personal Day Requisition Form to the Department Head or their designee.
4. After obtaining the appropriate signature, the form will be submitted to the School Director or their designee for final approval.
5. The employee requesting the day will receive a signed copy of the approval form to retain for their records.
6. An employee may not exceed the number of personal days granted in his/her contract.
7. Personal days have no accrued value. Two unused personal days may be

carried over to the next year for a maximum accumulation of 5 days available and/or used in one contract year.

8. Personal days may not be used on a day that is designated as a staff development day.
9. Personal days may not be used during the first and last two weeks of school.
10. If an employee exceeds the leave time granted in his/her contract, pay will be deducted from the employee's paycheck based on the number of hours missed.

The School Director and the Human Resource Committee have the ability to make exceptions for special circumstances on a case by case basis.

#### **IV. Communication**

This policy will be summarized in the Staff Handbook and reviewed annually for compliance with all employment laws.

#### ***Cross References***

AFSA Policy 401 Equal Employment Opportunity  
AFSA Policy 402 Disability Nondiscrimination  
AFSA Staff Handbook