

CECIL COUNTY PUBLIC SCHOOLS

PERSONAL LEAVE

Employees may be granted up to three (3) work days of personal leave per year with no loss in salary. Unit members employed on or after February 1 may be granted one (1) work day of personal leave. Unused leave will be added to the unit member's accumulated sick leave as of July 1. Effective July 1, 2000, unit members employed less than 12 months and not eligible for annual leave may accumulate up to five (5) personal leave days. Employees will be notified of their personal leave balance every pay period.

Personal leave shall be approved, with at least three (3) work days advance notice, by the principal or administrative head who shall not require the member to state a reason for the leave. If, however, an unforeseen circumstance requires absence which could not be approved three days in advance, the reason for the absence shall be stated and the principal or administrative head may, at his/her discretion approve the absence as a day of personal leave or leave without pay.

Personal leave shall not be taken immediately before or immediately after a holiday or weekday when school is closed, or on a professional in-service day for teachers, or at the beginning or at the end of the school year. The beginning of the school year shall mean the first five (5) duty days for teachers; the end of the school year shall mean the last (5) duty days for teachers. A holiday period may not be extended by taking personal leave at the beginning of the following week when a holiday falls on a Friday, or at the end of the preceding week when the holiday falls on a Monday.

Exceptions to the foregoing restrictions on days to be used for personal leave may be made by the principal or administrative head for circumstances which require the member's absence on these days. Personal leave may be denied when, in the judgment of the principal or administrative head, the employee's absence would impair the educational process in that school.

TO: _____
Principal or Administrative Head Date

In accordance with the above stated policy, I am requesting personal leave on the following date(s):

_____ AM / PM / All Day
Date(s) leave requested (please circle one)

_____ Employee's printed name Employee's signature

Approved Denied

_____ Principal or Administrative Head Signature Date

COMPLETE TWO (2) COPIES OF THIS APPLICATION AND FORWARD ONE COPY TO YOUR NEXT-IN-LINE ADMINISTRATOR AND RETAIN ONE COPY FOR YOUR RECORDS.