

### **V - Section 3: PERSONAL LEAVE**

Three (3) personal leave days shall be granted to employees per year. Unused days shall accumulate from year to year up to a total of six (6). Bargaining unit members may choose to receive compensation for unused personal days at a rate equivalent to the daily substitute rate of pay. Employees will not be required to state any reason for the leave other than the term personal.

1. Approval of leave is subject to the availability of substitutes and minimal disruption to the operation of the school. The intent of this language is not to deny leave requests except when circumstances leave no reasonable alternative.
  - a. When using one (1) personal day, the employee will submit the absence via Frontline. No other steps are necessary.
  - b. When using two (2) to three (3) personal days consecutively, the employee shall submit the absence via Frontline and notify their building administrator via email at least two (2) school days in advance of the leave. The employee shall be notified within two (2) school days of their request if their leave is denied under this provision. No response will constitute approval.
2. Personal leave may not be used during the first week, during the last two weeks of school, or to extend a vacation, except by prior approval of the District.
3. No more than three (3) personal days shall be taken consecutively during the school year. Each employee who has accrued five (5) days may take up to five (5) days consecutively once every five years or at the superintendent's discretion.
  - a. Staff requesting more than three (3) personal days consecutively in a school year will submit the request via email to their building administrator and the Superintendent at least two (2) school days in advance of the leave. The employee shall be notified within two (2) school days of their request if their leave is denied under this provision. No response will constitute approval. Upon approval, the employee shall submit the absence via Sub Online.