

PTA Proposal X11.1

Personal Leave

Presented by PTA on Wednesday, April 30, 2025

PTA proposes the following changes to Article XI: Leaves (for Unit A) and the appropriate article for Personal Leave for all other units:

D. PERSONAL LEAVE

- 1a.** It is understood that absence of the teacher interrupts the education process and must, therefore, be held to a minimum. It is agreed that teachers will make every effort to attend to their personal business on non-working days or during non-working hours and that a request for personal leave ~~will~~ **shall** be submitted only after every effort has been made to schedule such business so as not to interfere with the **teaching-educational** commitment.
- 2.** A ~~teacher-Members~~ **will shall** be entitled ~~to three (3)~~ **of personal** leave of absence with pay each school year for the purpose of conducting such necessary and important personal business that cannot be scheduled during non-working hours, **according to the following schedule***:

<u>0-9 Years of Service in District</u>	3 Personal Days
<u>10-14 Years of Service in District</u>	<u>4 Personal Days</u>
<u>15+Years of Service in District</u>	<u>5 Personal Days</u>
<u>20+ Years of Service in District</u>	<u>6 Personal Days</u>

***Members who work twelve (12) months shall receive one additional day for each category listed in this chart.**

- 3.** The ~~teacher-Member~~ shall submit a timely written notice in advance, normally at least forty-eight (48) hours prior to the taking of such leave. In the event of an emergency, a telephone call to the Superintendent or ~~his/her-their~~ designee may be accepted by ~~him/her them~~ in lieu of the written notice; however, such written notice must be filed as soon thereafter as reasonably possible.
- ~~1b4.~~ Personal leave ~~is-to-shall~~ be considered personal, and as such, no explanation ~~is~~ **shall be** necessary; however, a ~~teacher-Member~~ shall provide a reason in advance, normally at least forty-eight (48) hours prior to the taking of such leave, if the personal day will precede or follow a school holiday or vacation. This time shall not be deducted from sick leave provisions.
- 5. Personal Leave Days may be taken in half-day increments.**
- 26.** Any unused personal days shall be converted to accumulated sick leave at the end of the work year.