



## Personal Leave Restrictions for Instructionally-Related Staff

Board Policy DEC (LOCAL) differentiates the manner in which State Personal Leave is used.

*Non-Discretionary Use* – The reasons for the use of this leave would be employee’s illness, employee’s immediate family member’s illness, family emergency, death in the employee’s immediate family, military leave, birth, or placement of a child and taken within the first year after the child’s birth, adoption, or foster placement.

*Discretionary Use* – The reasons for the use of this leave is at the individual employee’s discretion, subject to limitations as set out below:

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee at least three days in advance of the anticipated absence. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee’s absence on the educational program or District operations, as well as the availability of substitutes.

Discretionary use of state personal or local personal leave shall not be permitted for instructionally related personnel on the day before a school holiday, the day after a school holiday, days scheduled for state-mandated assessments, or professional learning days.

The 2025-2026 restricted dates for discretionary personal leave are:

August 4-8, 2025	Professional Learning Days
August 11-12, 2025	Professional Learning Days
August 13, 2025	Professional Learning Day/Teacher Workday
August 29, 2025	Day before Labor Day – District Holiday
September 2, 2025	Day after Labor Day – District Holiday
September 15, 2025	Instructional Planning Day
October 9, 2025	Day before District Holiday
October 13, 2025	Instructional Planning Day
November 3, 2025	Instructional Planning Day
November 24-25, 2025	Professional Learning/Trade Day
December 1, 2025	Day after Thanksgiving Break – District Holiday
December 19, 2025	Day before Winter Break – District Holiday
January 5, 2026	Instructional Planning Day
January 19, 2026	Professional Learning Day
February 16, 2026	Instructional Planning Day
March 13, 2026	Day before Spring Break – District Holiday
March 23, 2026	Instructional Planning Day
April 2, 2026	Day before Good Friday – District Holiday
April 7, 2026	Day after District Holiday
May 22, 2026	Day before Memorial Day – District Holiday
May 26, 2026	Day after Memorial Day – District Holiday