
ADMINISTRATIVE REGULATIONS
SECTION: Personnel
SUBJECT: State Personal Leave

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All employees will earn a maximum of five (5) personal leave days from the State each year. The days may accumulate without limit and may be transferred from district to district in the State. Personal leave days are earned at the rate of 1/2 day for each 18 days worked for a maximum of five (5) days during any calendar year. Personal leave days may be used at the employee's discretion and preference.

The Board of Trustees has established the following criteria for the use of State Personal Leave to preserve the continuity of the instructional program.

All employees shall be allowed to use up to five (5) state personal leave days at any one time and a maximum of eight (8) state personal leave days in any one calendar year, beginning on July 1 of a year and ending June 30 of the next year. All employees are required to turn in a request form for state personal leave to their immediate supervisor. Personal leave has to be pre-approved and employees are encouraged to keep their own personal record of their personal leave. Any excess personal leave or personal leave taken but not earned will be deducted from the employee's pay check.

Professional and paraprofessional employees shall not use state personal leave days on the following occasions except with special prior approval of their principal/supervisor and superintendent:

1. Days immediately preceding or following a district holiday.
2. Days when a teacher is involved in administering a major test.
3. Days scheduled for parent conferences.
4. First week and the last two (2) weeks of the school year.
5. Days determined at the discretion of the principal or director to be special event days.
6. Days scheduled for required staff development.
7. On a first-come/first-serve basis, no more than 10 percent of any campus (professional and paraprofessional) or department can be approved for state personal leave on any one day.

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Auxiliary employees shall not use state personal leave days on the following occasions except with special prior approval of the department director and superintendent:

1. Days immediately preceding or following a district holiday.
2. Days scheduled for staff development.
3. First and the last two (2) weeks of the school year.
4. Days determined to be special need days by the director of the department.
5. Auxiliary employees who earn vacation can only take a maximum of fifteen (15) days of personal leave and/or vacation days during the summer months.
6. On a first-come/first-serve basis, no more than 10 percent of any campus/department can be approved for state personal leave on any one day.

Each case shall be considered separately.