

PERSONAL LEAVES AND ABSENCES

Three annual non-accumulative paid personal leave days are provided for all full-time employees. A fourth day will be provided to those employees with at least three (3) years of educational experience. A fifth day will be provided to those employees with at least ten (10) years of educational experience. Personal leave days are provided at the beginning of an employee's contract year and are noncumulative (unused days do not carry forward to the next school year). Not more than three (3) of the earned days may be taken during any semester unless preapproved by the principal and/or supervisor. Employees are required to notify their principal and/or supervisor at least three (3) days in advance of taking personal leave, although it is recognized that advance notification may not always be possible.

Requests for personal leave should be submitted on the approved timekeeping system and routed to the principal/work site supervisor for approval.

It is recommended that employees not request to be on personal leave:

- (1) during the first two weeks or last two weeks (10 school days each) of the school year (school year here defined as when students are in attendance);
- (2) when daily requests exceed more than ten (10) percent of a school's certified staff

Personal Leave Conversion and Reimbursement

Personnel may convert unused, unreimbursed personal leave days to sick leave days at the end of the school year. This conversion must be done during the year the personal leave is earned. Requests for converting days must be submitted to the Payroll Department no later than the last school day each year.

At the end of the employment year, any unused personal leave days may be reimbursed at the daily rate reflective of the current school year's substitute pay scale for certified personnel and at the daily rate reflective of current pay for uncertified personnel.

Employment with the School System

Employees may not use personal days for supplemental employment with the school system for additional pay above the regular contracted salary.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: June 27, 1983; REVISED: January 16, 1986; July 17, 1986;

August 18, 1988; September 21, 1989; June 21, 1990;

January 21, 1993; Revised: February 22, 1996; Revised:

January 20, 2000; Revised: July 20, 2006; Revised:

Revised: July 20, 2006; Revised: June 5, 2008; Revised: December 16, 2025

LEGAL REF: The Code of Alabama, 16-1-18.1(1975), 16-11-9(1975), 16-18-26(1975).