

2026-2027

**Use of Personal Leave Memo Regarding Docked Days for Use of
Discretionary Personal Leave**

Board Policy DEC (Local) prohibits the use of discretionary personal leave to extend school holidays.

Below is a list of holidays on the teacher-student calendar. Anyone taking discretionary personal leave adjacent to a holiday will be docked pay for that day and all discretionary personal days taken consecutively before or after. Principals/supervisors do not have the authority to grant to use of discretionary days in violation of Board policy.

Employees with questions regarding holidays based on their contracted duty days should refer to their duty day schedule or contact the campus/department secretary.

Discretionary personal leave may not be used adjacent to the following days:

- September 7
- October 12
- November 23-27
- December 21-January 1 (leave may be taken on December 18 Teacher Workday, but not on December 17)
- January 18
- February 12 and 15
- March 15-19

Use of Discretionary Personal Leave on the First and Last Days of Instruction

Reminder: Board Policy DEC (Local) states that discretionary leave shall not be allowed on the first day or the last day of school.

First Day of Instruction
Last Day of Instruction

August 12, 2026
May 20, 2027*

Employees who use discretionary personal leave days on the first or last day of instruction will be docked pay.

*In the event the school calendar is extended due to a closure, the Last Day of Instruction will be adjusted accordingly.