

Policy No.: 410.01  
Adopted: 03-11-2003  
Revised: 03-09-2015

## **CERTIFICATED EMPLOYEE PERSONAL LEAVE DAYS**

At the beginning of each year, each certificated employee shall be credited with 2 paid personal leave days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. No more than unused personal day may be carried over the next year accumulated to three (3) days. No more than Three (3) teachers may use personal leave on any single calendar day on a first approved basis. All personal leave requests will be submitted on the "Personal Leave Form" policy 410.01 El.

Personal leave may not be taken the day before or after a holiday, the first two weeks, or the last two weeks of the school year. The superintendent may waive the five (5) days notice or prohibited requirement.

Employees prior to 2009-2010 will retain previously obtained personal leave days.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the personal leave of such employees shall be followed.

Cross Reference:       Employee Injury on the Job  
                              Certificated Employee Family and Medical Leave  
                              Certificated Employee Unpaid Leave