

**Personal Leave:**

1. The District recognizes that at times personal circumstances may require the absence of an employee during working hours.
2. Under such circumstances, the employee shall be entitled to two (2) days per year of personal leave.
3. The leave request shall be directed to the immediate supervisor.
4. When possible, the employee shall give at least one (1) contract day advance notice of the intended leave, except in the case of emergencies. Personal leave requested will be granted contingent upon substitute teacher availability.
5. When the number of employees requesting leave for a particular day restricts the operation of an individual school or the District, the leave requests shall be granted in a manner to minimize such impact.
6. Personal leave will not be allowed on the first or last instructional day of the school year.
7. Personal leave may be taken in hourly, whole-day or half-day increments.
8. Unused personal leave may also be banked, at the employee's option, to a maximum of five (5) days (in June). After receiving two (2) additional days the following September, an employee shall then have the option to use not more than five (5) personal leave days consecutively in a school year through the use of current and banked leave days.
9. Unused personal leave may also be cashed out at the end of each year at the rate of one (1) day for one (1) day at per diem but not to exceed two days.
10. **TRS I ONLY** employees will not be allowed to cash out unused personal leave days during their last two years prior to retirement due to the Excess Compensation penalty imposed on the School District by the retirement system. Instead of the cash out provision, TRS I employees will instead be allowed to trade unused personal leave for per diem day pay at the rate of one (1) personal leave-day for 3.75 hours or two (2) personal leave days for 7.5 hours.

Adopted: 08-15-95

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