

Staff Personal Leave

Each full-time licensed and authorized employee and full-time classified employees (those who are scheduled to work eight hours per day) shall be granted two days of paid personal leave per school year. Upon the start of the sixth consecutive year of employment, eligible employees shall be given three days of personal leave per year.

Each classified employee who is scheduled to work less than eight hours per day shall be granted one day of paid personal leave per school year. Each such classified employee shall receive an additional personal leave day after his/her fifth consecutive year in the district.

Permission to use such personal leave days on the dates requested shall be subject to the discretion of the superintendent or designee.

Personal leave days before or after a holiday/school break shall be approved only in unusual circumstances where feasible alternatives are not available. The employee shall present a rationale as to the urgency and necessity of the leave request. The employee's immediate supervisor and the superintendent or designee shall consider and may approve the request. The superintendent shall have final authority to approve such leave.

Part-time employees who move to full-time status shall have their accrued leave converted to the full-time equivalent, in accordance with this policy.

Unused personal leave days shall not be carried forward from one school year to the next.

The district will buy back any unused personal days as follows:

- Licensed staff - at the current daily substitute teacher rate, payable at the end of the school year.
- Classified staff – at one-half the daily rate, payable at the end of the school year.

Adopted by the superintendent: May 2, 2007

Revised by the superintendent: December 20, 2010

Revised by the superintendent: May 25, 2016

Revised and recoded by the superintendent: July 17, 2019

CROSS REFS.:

Board policy:

EL-12, Staff Treatment

Administrative policy:

GBDA, Board-Staff Meet and Confer