

## Section 11 – Personal Days

### Personal Days Provided

- A. Calendar Year Employees: Employees shall be entitled to up to two (2) days of personal leave each fiscal year. Employees in their first year of service receive a pro-rated allocation of personal days based upon the number of months worked within a twelve month fiscal year between their hire date and the following July 1. The employee must have a minimum of 10 regularly scheduled paid days in that month, for the month to be counted in determining the pro-rated allocation amount. For example, an employee hired on October 26, 2011 would be allocated eight-twelfths (8/12) of the employee's personal days allotment at the time of hire. This would entitle the employee to  $8/12 * 2$  days on the date of hire or 1.33 days. Personal days will be rounded up to the next one-quarter day. In this example, the actual allocation would be 1.50 days. The employee under this example would be allocated two (2) days of personal leave on July 1, 2012. This provision is not retroactive.
- B. School Year Employees: Employees shall be entitled to up to two (2) days of personal leave each employment year. Employees in their first year of service receive a pro-rated allocation of personal days based upon the number of months worked within a nine month school year between their hire date and the end of the current school year. The employee must have a minimum of 10 regularly scheduled paid days in that month, for the month to be counted in determining the pro-rated allocation amount. For example, an employee hired on October 6, 2011 would be allocated eight-ninths (8/9) of the employee's personal days allotment at the time of hire. This would entitle the employee to  $8/9 * 2$  days on the date of hire or 1.78 days. Personal days will be rounded up to the next one-quarter day. In this example, the actual allocation would be 2.00 days. The employee under this example would be allocated two (2) days of personal leave on July 1, 2012. This provision is not retroactive.
- C. All personal leave will be allocated on July 1 of every year. Time worked beyond those set forth in the letter of appointment or individual contract shall not be used to determine personal leave allocation amount. Such excluded time may include, but not be limited by enumeration, the following: overtime, extended contracts, summer classes, summer work, co-curricular assignments, substitute assignments, etc.
- D. Limited Term: Personal leave hours are not available in association with limited term position(s).

### Personal Leave Day Restrictions

All Employees: Personal leave may not be used the fourteen (14) calendar days ten (10) workdays prior to the start of each school year, and the first five (5) days workdays of school and the last five (5) days of school except at the discretion of the supervisor. In addition, personal leave shall not be used to engage in job actions, or participate in activities designed to embarrass or discredit the District.

Teachers: Personal leave is restricted to 10% of building staff. Further, if paid leave is more than five percent, personal leave may not be more than five percent of building staff.

At least one teacher, but no more than 5% of any one building's teachers, may on any one day, use personal leave to extend a vacation period. The use of personal leave to extend a vacation period may also be restricted pending the availability of suitable substitutes. For this section, vacation periods are Labor Day, Thanksgiving, Christmas, New Years, Easter, and Memorial Day.

Hourly Staff: No more than two (2) employees per program per day may use personal leave.

Administrators / Supervisors: Restrictions may be imposed by the employee's immediate supervisor as is necessary to ensure the delivery of services.

### **Approval of Personal Leave**

- A. The Supervisor approves or disapproves requests.
- B. Requests for personal leave may not be made prior to July 1 of the fiscal year in which the leave is to be used. Except where personal leave is used for emergency leave purposes, requests for personal leave will be made at least:
  - 1. two (2) working days prior to the commencement of such leave for non-drivers
  - 2. five (5) working days prior to the commencement of such leave for drivers.
- C. In addition to the above, for teachers, personal leave greater than five (5) consecutive days will be considered 'extended personal leave'. Extended personal leave requests must be made at least 30 days in advance of the first day of the leave. Every effort should be made to meet with the substitute teacher well in advance of the extended personal leave. The immediate supervisor and District Administrator must approve extended personal leave. No more than one extended personal leave may take place in a 36 month time period.

### **Part-time Employees**

Part-time employees will receive personal leave on a pro-rated basis based upon their most recently issued letter of appointment or individual contract.

### **Personal Leave Increments**

Personal leave may be allowed in increments of  $\frac{1}{4}$  day,  $\frac{1}{2}$  day,  $\frac{3}{4}$  day, 1 day.