HUMAN RESOURCES

Personal Leave

I. Employees other than substitutes and temporary employees shall be credited with three (3) days of personal leave to be used as needed. Personal leave shall be credited on July 1 of each fiscal year. Employees that begin employment late will receive a prorated amount of personal leave based on their hire date.

II. Personal leave shall be cumulative year-to-year up to a maximum of five days. All unused personal leave in excess of the five-day maximum as of June 30 shall be converted to sick leave at the beginning of the next fiscal year. Personal leave may be taken in 15-minute increments.

III. Personal leave may be used for non-emergency matters that are deemed important by the employee; for emergency matters beyond the control of the employee; for imperative personal matters pertaining to the employee's personal health, welfare, and/or safety, that need to be addressed during the regular work day; for religious observances; or for illness or death of a member of the immediate family when sick leave has been exhausted.

IV. At the principal or appropriate supervisor’s discretion, and only in exceptional circumstances, personal leave may be requested and granted for the day preceding or following a School Division holiday.

V. Employees requesting personal leave shall submit a request to their principal/director or appropriate supervisor.

A. Except for emergency situations such as illness, death of individuals not specified in the sick leave policy, or catastrophic natural events, personal leave shall be requested at least five (5) school/work days prior to the leave.

B. It is the responsibility of the employee requesting the personal leave to notify the principal/director/supervisor in a timely manner when an emergency leave request does not meet the five (5) day notice requirement to ensure minimal disruption to the work day.

C. The principal/director reserves the right to limit personal leave granted on any particular day to an employee when exigencies of the school division require the employee’s presence on the job.
VI. Appeals

D. Employees may appeal a personal leave request denied by the principal/director or appropriate supervisor. The appeal of the denial shall be submitted in writing to the appropriate associate superintendent, or designee, and shall provide documentation verifying the reasons for the appeal request.

E. The appropriate associate superintendent, or designee, shall either approve or deny the appeal request and shall notify the employee in writing. Appeal requests denied by the appropriate associate superintendent may be further appealed, in writing, to the Superintendent of Schools or designee.

VII. Delayed Opening or Early Release

When a delayed opening or an early release is called for inclement weather, certificated staff members, teacher assistants, library media assistants, bus drivers and bus attendants who previously requested personal leave and received approval will have their leave balance credited for the hours the Division was closed.

VIII. Employees’ submissions of their requests for Personal Leave shall be through the electronic time and attendance system and in compliance with the intent of this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.