Liberal Leave

Liberal Leave refers to unscheduled leave Prince William County Public Schools (PWCS) employees may take only in the event of extreme weather or a similar emergency, which prevents them from safely reporting to work or remaining at work for their scheduled time.

Once declared by the Division Superintendent or appointed designee, employees whose job duties are not considered essential can be absent for a portion of a workday when Liberal Leave is in effect. As regular attendance is a job expectation, the use of liberal leave should be requested by an employee, and approved by the supervisor, only in exceptional circumstances.

Liberal Leave allows employees whose job duties are not considered essential to be absent for a portion of a workday when a delayed opening or early release is called as a result of inclement weather or dangerous driving conditions, without the required advance notice. Employees will be charged paid leave (i.e. annual, compensatory, or personal) or leave without pay, as appropriate, for the period of absence. In such instances, employees are required to notify their supervisors in advance of their usual reporting time.

Non-Exempt Employees who are not eligible for annual leave may use their sick leave when a liberal leave policy is in effect. This is the only exception to Regulation 542-2, “Sick Leave.”

School Division employees whose work is deemed essential are expected to report to work at their regular time, even when Liberal Leave is in effect.

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.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS