

## HUMAN RESOURCES

### Personal Leave

- I. Personal leave shall be credited on July 1 or on the date when the employee returns to work for the school year; Employees shall be credited with three (3) days of personal leave to be used as needed without deduction in pay.
- II. Personal leave shall not be cumulative on a year-to-year basis. Unused days/hours/minutes shall be converted to sick leave at the beginning of each year of employment.
- 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. Personal leave may not be requested for the day preceding or following a school division holiday. In exceptional circumstances only, personal leave may be granted to an employee for the day preceding or following a school division holiday at the principal or appropriate manager's discretion.
- 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 for an act of God, 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

- A. 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.
- B. 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.

VI. Employees' submission of their request for Personal Leave shall be in compliance with the intent of this regulation.

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

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2016.

**APPLICATION FOR PERSONAL LEAVE**

It is certified that my request for Personal Leave on \_\_\_\_\_

is in compliance with the provisions of Regulation 542.05-1, Personal Leave.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)



*To be completed by the principal or appropriate manager:*

Your request for personal leave was received on \_\_\_\_\_

and the following action has been taken:

\_\_\_\_\_ Personal leave has been approved and scheduled.

\_\_\_\_\_ Personal leave has been denied for the following reason(s):

\_\_\_\_\_ The date requested precedes or follows a scheduled holiday.

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Principal/Manager Signature)

\_\_\_\_\_  
(Date)