

PERSONAL LEAVE POLICY - CERTIFIED EMPLOYEE

Certificated Personal Leave shall be for purposes as determined necessary by the Certificated Professional Employee.

All requests for Certificated ~~Personal Professional~~ Leave shall be submitted, if possible, at least five (5) calendar days in advance through the use of the District's *Personnel Management System or Skyward Qmlativ Program and Frontline Absence Management* Program. It is understood that from time to time circumstances arise that will not permit a five (5) calendar day notice period to allow for an Administrative Supervisor to approve a Certificated Personal Leave request. It is also understood that from time to time an Administrative Supervisor may not be able to approve every Certificated Professional Employee's request for Certificated Personal Leave due to a shortage of available substitute teachers.

1. Certificated Professional Employees who have worked for the district for ten (10) years or less shall ~~will~~ receive three (3) days of Certificated Personal Leave, which may be accumulated to a maximum of six (6) days accumulated Certificated ~~Personal Professional~~ Leave.
2. Certificated Professional Employees who worked for the district eleven (11) to twenty (20) years shall receive four (4) days of Certificated Personal Leave, which may be accumulated to a maximum of eight (8) days.
3. Certificated Professional Employees who worked for the District more than twenty (20) years shall receive five (5) days of Certificated Personal Leave, which may be accumulated to a maximum of ten (10) days.

If Certificated Professional Employee does not fulfill his/her contract length, the District will deduct for used Certificated Personal Leave days on a pro-rated basis: one day per three months of employment, or major portion thereof.

30

31 Prior to the commencement of the employment year, Certificated Personal Leave exceeding the
32 maximum allowed accumulation shall be purchased by the District from the Certificated Professional
33 Teacher at the rate of eighty (\$80.00) dollars per day.

34

35

36 **ADOPTED:** August 9, 1977

Revised: August 15, 1978

Revised: April 17, 1984

37 Revised: December 19, 2006

Reviewed: October 20, 2009

Reviewed: November 19, 2013

38 Revised: February 16, 2016

Reviewed: October 19, 2021

Revised: