

Personal leave shall be available to employees who work at least four (4) hours or more per day or twenty hours per week on a regular schedule for hardship or other pressing needs and will be granted in situations which require absence during the school hours for the purpose of transacting or attending to personal needs or family matters. Personal leave will be granted to employees at four (4) days per year. Those days will be prorated according to hours worked for employees who work part time but more than twenty hours per week as identified above.

Personal leave may be accumulated up to ten (10) days per employee. Once an employee has accumulated up to ten (10) days he or she may use those days, at the discretion of the administration in one year. No more than three (3) days per year may be turned in for cash refund, at the rate of the current certified substitute teacher pay to the district. At retirement, only three (3) days of the current year may be cashed in. Payment will be made in the June pay check.



LEGAL REFERENCE:

HEA Master Agreement

ADOPTED: 9/19/77

AMENDED: 12/13/99, 1/12/2009