

## PERSONAL LEAVE

### P 311.00

An employee may be granted up to three days of personal leave during the employee's contract year. Personal leave days shall not accumulate from one contract year to the next. Personal leave days shall be granted because the staff member has a real need to be absent rather than a convenience or mere desire to be absent from work. The pressing need or compelling reason to use a personal leave day should be related to the welfare of the staff member or his family as an "essential" of life and cannot be accomplished other than during normal working hours.

### R 311.10

All personal leave days must be approved by the superintendent.

### R 311.11

All personal leave requests must be submitted to the superintendent for approval at least three days in advance. In the cases of necessity, the superintendent, at his discretion, may waive the three-day requirement.

### R 311.12

No more than three employees can be on personal leave during any one day (at the same time) during the contract year, unless approved by the superintendent.

### R 311.13

Personal leave days shall not be granted on the first day of the semester, the last day of the semester, the last working day before a vacation nor the first working day after a vacation. In cases of extreme emergency, the superintendent may waive this requirement.

### R 311.14

One day of the three shall be considered unrestricted; i.e., no official reason must be given. Although one day is unrestricted, the day is intended to be used as outlined in P 311.00 above.

### R 311.15

Two days of the three shall be considered restricted to the following reasons (exception 311.16).

1. Funeral of a close friend.
2. Wedding of an immediate member of the family.
3. Court directed appearance.
4. Staff member changes residence (limited to one day).

5. Real estate closings (staff member's property;).
6. Religious holidays.
7. Graduation exercises, both personal and immediate family.
8. Examination in connection with college degrees.
9. Emergency to property of teacher or immediate family; i.e., flooding, storm, fire.

**R 311.16**

Other reasons for personal leave not covered in R 311.15 above may be reviewed by the superintendent for possible approval as personal leave. If, in the discretionary judgment of the superintendent, he determines that the reason and/or circumstances are such that it should be approved, he may do so. The judgment of the superintendent shall be final with regard to R 311.16.

Revised: 1/18/05