

## **GENERAL LEAVES OF ABSENCE**

### **PERSONAL LEAVE**

The Jefferson Davis Parish School Board shall grant to all teachers and all other employees, except bus operators and those who receive annual leave, two (2) days absence during each school year to be used for such purposes as may be determined by the individual. For every day an employee is absent from work over the allowed two (2) days, the employee shall be considered on leave without pay and a full day's pay shall be deducted from their regular salary for each day absent.

These two (2) days shall be used at the employee's discretion, upon submitting proper notice for such leave at least twenty-four (24) hours prior to taking said leave. The two (2) days personal leave shall not be cumulative nor payable upon death or retirement. Personal leave shall be charged to and deducted from current and/or accumulated sick leave as of the date personal leave is taken.

Should a person take more than two (2) days for personal business, the extra day or days, are considered as leave of absence without pay. A full day's pay shall be docked from the employee's salary. In cases of personal business, it makes no difference whether a substitute teacher is hired or not. The employee will be docked a full day's pay because this is a leave of absence without pay.

Any fraud or abuse of the above shall be considered an act of willful neglect of duty and the employee shall be subject to disciplinary action.

### **SCHOOL AND DAY CARE CONFERENCE AND ACTIVITIES LEAVE**

An employer may grant any employee of the school system leave from work of up to a total of sixteen (16) hours during any twelve (12) month period to attend, observe, or participate in conferences or classroom activities related to the employee's dependent children for whom he/she is the legal guardian that are conducted at the child's school or day care center, if the conferences or classroom activities cannot reasonably be scheduled during the nonwork hours of the employee. An employee who wishes to request such leave shall provide a reasonable notice to the employer prior to the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the employer.

An employer is not required to pay an employee for any time taken as leave for conferences and school activities. However, an employee shall be permitted to substitute any accrued vacation time or other appropriate paid leave for any leave taken as provided here.

Revised: November, 1993  
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Ref: La. Rev. Stat. Ann. §§17:1171, 17:1186, 17:1208, 17:1208.1, 23:1015.2; Board minutes, 7-21-22, 10-19-23.