



Personal Leave

The following are key points of Marengo County Board of Education's guidelines for personal leave for its employees:

1. **Leave Allocation:** Each professional employee is allowed two days per year for personal or business affairs.
2. **Conversion to Sick Leave:** Unused personal leave days can be converted into sick leave at the end of the school year.
3. **Request Procedure:** Employees must request personal leave in writing in advance, following established procedures.
4. **Restrictions on Timing:** Personal leave cannot be taken immediately before or after a school holiday, which helps prevent staff shortages during peak times.
5. **Staff Limitations:** No more than 10% of the staff at a given school may take personal leave at the same time to maintain operational continuity.
6. **Compensation or Conversion:** If personal leave days are unused, teachers can:
 - Receive compensation at the daily substitute teacher rate.
 - Convert the unused days into sick leave.
7. **Reimbursement Limitations:** Compensation for unused personal leave days is limited to the amount budgeted in the annual Special Education Trust Fund.

This policy ensures employees have the opportunity to manage personal affairs while maintaining school operations efficiently.