

# **Dietrich School District No. 314**

## **PERSONNEL**

### **5402**

#### Personal Leave

Each employee may be granted, upon written request, two (2) days of personal leave with pay, as defined by the employee's regular work day, at no cost to the employee. Requests for personal leave must be made in writing and submitted to the supervisor a minimum of one (1) day in advance. In emergency situations a verbal request may be made. Two additional days of personal leave may be requested with stipulation that the employee reimburse the District the amount paid for the certified substitutes. An employee who has used personal leave in excess of that which was earned, shall have that percentage of their contract or work agreement deducted from their paycheck for each additional day of personal leave

Requests for personal leave will be limited to extraordinary circumstances during the first two (2) weeks of school and the last two (2) days immediately preceding or following a school vacation. Personnel shall be granted personal leave at full pay to be taken at the convenience of the District. The direct supervisor may deny or limit approval of personal leave on any given day based on the needs of the school.

Personal leave days are accrued at the rate of one for every one-half of the employee's defined school year. If the employee is hired for less than the full year, the number of personal days will be prorated. These days may be taken as full or half days of any combination thereof resulting in a total of not more than two (2) full days.

At the end of the school year, a certified employee may determine to be paid for his/her unused annual personal leave at the average rate of a certified substitute in our district.

#### Policy History:

Adopted on: October 13, 2015

Revised on: