

Five (5) days of personal leave per year, accumulative to a maximum of fifteen (15) days, shall be granted to all teachers. No more than six (6) days of personal leave may be used in any school year.

Should emergency situations arise, and at the discretion of the superintendent which is not subject to the grievance process, the District may permit a teacher to utilize additional days of accrued personal leave.

Except in emergencies, teachers shall give at least twenty-four (24) hours advance notice to their immediate supervisors of their intent to be absent on paid personal leave **which shall be approved or denied in a timely manner.** In order to assure continuity of the educational program, principals may deny requests for paid personal leave if the number of teachers requesting such leave for any day exceeds fifteen percent (15%) of the teaching staff in any one (1) building.

Personal leave shall not be approved for: days scheduled as teacher professional development (inservice) days or parent-teacher conference days. During District required standardized testing days, building principals will permit personal leave as appropriate and within normal guidelines, ensuring adequate certified staffing is available each day to implement testing as per site testing schedules. The Superintendent, at his/her sole discretion, which shall not be subject to grievance or arbitration, may grant an exception for personal leave use during parent-teacher conference days, professional development days, and District-wide standardized testing days.

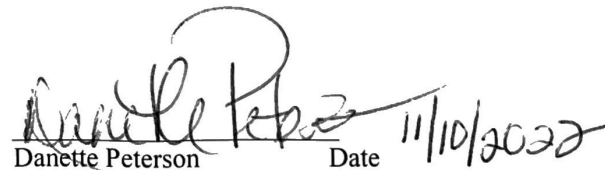
Personal leave may be used, subject to the above conditions, on days scheduled as teacher workdays only when all required grades or required paperwork has been completed and turned in to the responsible authority.

In small schools at least one (1) teacher may be absent on personal leave.

[Definition: A small school is fewer than five (5) teachers including the head teacher.]

At the end of the school year, at the teacher's option, a teacher on active paid status and having completed their contract year, **the teacher may request to** be paid at ~~his/her~~ **their** per diem rate up to three hundred and fifty dollars (\$350) for each day of unused accrued personal leave. Each day cashed in shall then be deducted from the teacher's account. Cash-in shall be in half-day increments. A teacher must notify the District's Payroll Office in writing by May 1 of his/her desire to cash in personal leave.


Ivory McDaniel-Ilggenfritz Date
District Chief Spokesperson 11/10/22


Danette Peterson Date
FEA Co-Spokesperson 11/10/2022