

## PERSONAL LEAVE

DDDC

Twelve month classified and all certificated personnel shall receive 2 days personal leave each year. These days shall accumulate up to a maximum of 5 days. If the personal leave is not used during the contract period, the employee will receive 2 days paid leave in the amount equal to the current daily certified substitute pay.

Classified personnel who work 7 or more hours per day for 9 months, but less than 12 months shall be entitled to use 1 day of sick leave as personal leave. Personal leave may not be taken preceding or following a school holiday. The purpose of personal leave is to grant to an employee a period of time throughout a school year during which he may absent himself from the performance of his duties in order to take care of pressing personal or professional needs. The employee shall furnish such evidence of the necessity for being absent from school under this section as may be required by the district administration.

- a. In order to least disrupt educational activities, an employee shall, when circumstances permit, submit in advance to the Principal, a written request for leave and reason for the request, which upon approval shall be forwarded to the Superintendent for district approval. In the event that advanced request and approval are not possible, the educator shall, within a reasonable number of days following the taking of said personal leave, make a report to the Principal of the reasons which required the taking of such leave.
- b. For purpose of this policy, personal leave shall be available for the following reasons:
  1. Death of a friend or relative not covered in a sick leave.
  2. Subpoena and/or summons.
  3. Religious Observances.
  4. Personal business that can be conducted only during the normal school working day.
- c. Upon completion of four years of teaching in the North Summit School District, one of the above stated personal leave days will be allowed as unquestioned leave under the following stipulation: Personal leave will not be taken preceding or following a school holiday. It may not be used for such things as shopping, staying home, etc., but rather for needed business. The needed day will be cleared if possible at least two days ahead. (Personal leave may accumulate to 5 days for certificated & 12month classified personnel).

