

3.15.1 -- PERSONAL BUSINESS LEAVE - CERTIFIED STAFF

Certified employees will be allowed two (2) days Personal Business Leave per year at no cost to the employee. Such leave shall be cumulative to a maximum of five (5) days in a single school year. Prior approval for such personal business leave is required (see below).

Personal Business Leave may not be taken on a day preceding or following school vacation or holiday periods as designated on the school calendar. No Personal Business Leave days shall be taken on designated Professional Development Days. Employees taking unauthorized Personal Business Leave shall be docked at the employees' daily rate of pay.

To qualify for Personal Business Leave, the building principal or immediate supervisor must be notified in writing at least two days prior to taking such leave. Exceptions may be made in case of emergency where such notice is impossible.

The number of employees approved for Personal Business Leave days from any school on a particular day shall not exceed 10% of the teachers assigned to that school.

On June 30 of each school year, accumulated Personal Business Leave in excess of 5 days shall be rolled over into sick leave and carried over to the next school year as sick leave.

Approved by Board of Education 2/9/88
Revised 1/02 Amended by Board of Education 2/12/02
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