

## **PERSONAL LEAVE**

Three days of personal leave each year may be taken by all full-time certificated personnel on a first come, first serve basis. Additional days (not to exceed two) may be taken at the expense of substitute wages. Requests will be approved depending upon the availability of substitutes.

Request forms should be submitted to the building principal at least one week in advance, if possible, indicating the day(s) intended to be absent. Personal leave requests may not be submitted after May 15.

### Proposed Guidelines for Administration of the Personal Leave Policy

1. The approval of personal leave requests shall be based on a rank order of the submission date.
2. Personal leave days not used will be either:
  - a. Credited to each professional employee's salary in the amount equal to the prevailing substitute salary, on a per diem basis and issued at the conclusion of the school year; or
  - b. Credited to the professional employee's sick leave days at the conclusion of the school year.
  - c. Professional employees will notify the Business Office not later than May 10th of each year of their desire to Option A or Option B. Failure to notify the Business Office not later than May 10th will be assumed to mean the employee has elected for Option B.
  - d. Personal days may not be accumulated from one year to the next.
3. Leave for Reasons Not Covered by Policy: In instances where a request is not covered or is contrary to Board policy, personnel may submit a written application to the Superintendent, or his designee, through their immediate supervisor, for consideration.
4. Personal Leave - Three days per year
  - a. Administration shall be left to the building principal.
  - b. Records to be kept by building principal and turned in to the Central Office.
  - c. Deductions for Absences over approved number (1/182 of salary for each day missed).
  - d. Every attempt should be made to avoid personal leave on Friday because of our activity program.
5. Emergency purposes (such as snowstorms which close roads after a holiday): Absences will be taken off of Personal Leave the first two days, the next three days will cost the employee substitute cost, days beyond the five days Personal Leave, deduct substitute cost, with approval of the Superintendent.

Adopted 01/12/81

Revised 05/14/84 05/28/85 05/26/86

Reviewed 1/10/96 5/17/99

CROSS REF.: GCBDA, Professional Staff Leaves and Absences GCE, Part time and Substitute Professional Staff Employment

School District #1, Sweetwater County, Wyoming