

PERSONAL LEAVE

Teachers and other certified employees shall be granted personal leave days pursuant to the terms of the current Master Agreement. Classified employees who regularly work twenty (20) hours or more per week shall be granted five (5) personal leave days. Personal Leave is non-accumulative and non-transferable.

Guidelines

Use of Personal Leave

1. Whenever possible, the employee shall notify their principal or supervisor prior to taking a personal leave day.
2. Personal leave shall only be granted in units of half or full days.
3. Personal leave is guaranteed when requested at least seven (7) calendar days in advance of the absence.
4. Personal leave may be used as an extension of holiday leave if the request is submitted at least twenty (20) school days in advance of the absence. Personal leave requested under the 20 days may be approved by the building principal

Denial of Personal Leave

The principal or department supervisor may deny a request for personal leave if:

1. Such leave is determined to unduly disrupt the operation of the school or department, or
2. A suitable substitute is not available.

DEFINITIONS

Employment Year: defined as beginning July 1 and continuing through June 30 of the following year.

Personal Leave: leave of absence caused by personal reasons not covered by sick leave and deemed necessary by the employee.

Adopted: 05-19-2009	Reviewed:	Revised: 02-08-2017
		10-11-2017
		08-10-2022

PERSONNEL

5404
Page 2 of 2

Cross Reference: Family Medical Leave and Sick Leave #5400
Bereavement Leave #5402
Jury Duty #5412
Leave without Pay #5425
Military Leave #5427
Full Time Classified Sick Leave Bank #5429
Compensatory and Overtime Compensation #5470
Substitutes for Instructional Staff #5700

Legal Reference: 42 USC 2000e Equal Employment Opportunities
Idaho Code § 33-1216 et seq. Sick and other leave