Proposed Personal Leave (Policy 5.10.5) (current policy with changes)

* + 1. Personal Leave – All regular, full time employees are eligible for four (4) non-cumulative personal leave days (two of which are state funded and two of which are locally funded) each scholastic year without loss of pay. ~~In addition,~~ **S**uch employees are eligible for a **one (1) additional non-cumulative** ~~fifth~~ personal leave day **each scholastic year** for which they will be charged an amount equal to the **average** daily rate of pay for a substitute~~, whether or not a substitute is required~~. **An employee will be required to take the two days personal leave provided by the State before being eligible for days three, four and five.** Personal leave must be requested in writing **prior to taking leave** in accordance with such procedures as may be established by the Superintendent or the Board. ~~Personal leave may not be taken immediately before or after a school holiday or in the first or last ten days of a school term.~~ ~~Teachers~~**Certified employees** may be compensated for unused ~~state-funded~~ personal leave at the end of the school year at the same daily rate of pay used for substitute teachers, if requested in writing **before May 31st of each year**. All other unused personal leave will convert to sick leave days at the end of the school year.

 [Reference: Ala. Code §16-8-26 (1975)]

Revised Personal Leave (Policy 5.10.5) (if approved)

* + 1. Personal Leave – All regular, full time employees are eligible for four (4) non-cumulative personal leave days (two of which are state funded and two of which are locally funded) each scholastic year without loss of pay. Such employees are eligible for a one (1) additional non-cumulative personal leave day each scholastic year for which they will be charged an amount equal to the daily rate of pay for a substitute. An employee will be required to take the two days personal leave provided by the State before being eligible for days three, four and five. Personal leave must be requested in writing prior to taking leave in accordance with such procedures as may be established by the Superintendent or the Board. Certified employees may be compensated for unused personal leave at the end of the school year at the same daily rate of pay used for substitute teachers, if requested in writing before May 31st of each year. All other unused personal leave will convert to sick leave days at the end of the school year.

 [Reference: Ala. Code §16-8-26 (1975)]