

**PERSONAL BUSINESS LEAVE  
(REGULATIONS)**

The board of education shall provide for a minimum of three days for personal business leave for teachers and support personnel. Such leave shall be limited to personal business matters that cannot be conducted before or after school hours or on weekends. Personal business leave is noncumulative.

Requests for personal business leave shall be made in writing and in advance when possible. If advance request is not possible, the written request shall be filed within one day after returning to work. The request shall include a signed statement that the leave was not used for personal entertainment, recreation, gainful employment, or to seek another position. The request shall be considered by the principal and superintendent who shall approve or disapprove.

The types of situations that may qualify for personal business leave are varied. The following examples serve only as guidelines:

1. Family illness other than immediate family
2. Emergency business transactions
  - A. Loan closings
  - B. Other banking matters
  - C. IRS reviews
3. Legal Matters
  - A. Meetings with an attorney for personal, spouse, or children's business
  - B. Court appearances
  - C. Settling of estates
4. Miscellaneous
  - A. Attend business convention with spouse
  - B. Military obligations
  - C. Attendance at a Comanche school activity if relative is participating
  - D. Attending funerals

The following examples are types of absences that will NOT be approved for personal business leave:

1. Pleasure trips or vacations

**PERSONAL BUSINESS LEAVE, REGULATIONS (Cont.)**

- 2. Seeking other employment
- 3. Participating in political or social activities
- 4. Performing any service for compensation

**REFERENCE:** 70 O.S. §6-104  
Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

**NOTE:** Referenced statute requires each school district to provide a minimum of three days for personal leave to certified and support personnel. However, "a local board of education is authorized to adopt reasonable rules, regulations and policies defining activity which shall be deemed to constitute or qualify as 'personal business' leave. In adopting such a definition, the ordinary and every day commonly understood meaning of the phrase 'personal business' should be followed." Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

<b>COMANCHE BOARD OF EDUCATION</b>		<b>DEC-E4</b>
<i>Adoption Date:</i>	<i>Revision Date(s):</i> <i>March 2020</i>	<i>Page 1 of</i>

## Personal Leave Request Form

In accordance with the policy of the board of education, employees may be allowed up to 3 business days of personal leave during a year for which the amount of a substitute's pay will be deducted from the employee's salary. The following stipulations shall apply to all such personal leave:

1. Personal leave may be approved for personal business, illness, or death of a person not approved in the sick leave policy, or other just causes.
2. All personal leave will require the approval of the building principal and the superintendent.

### Employee Declaration of Eligibility

I certify that I believe this request to be in compliance with the policies governing personal business leave.

Reason for Leave

Date of Leave

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Approved or Disapproved

<b>COMANCHE BOARD OF EDUCATION</b>		<b>GKF (NEW 2022)</b>
<i>Adoption Date: 9/13/22</i>	<i>Revision Date(s): 8/31/22</i>	<i>Page 1 of 1</i>

## **DISCIPLINARY ACTION FOR MISUSE OF SCHOOL BATHROOMS AND CHANGING FACILITIES**

The board of education has adopted this policy to provide disciplinary action for individuals who refuse to:

- A. Use the multiple occupancy restroom or changing area designed for their Sex;
- B. Designate multiple occupancy restrooms or changing areas for the exclusive use of one Sex; or
- C. Provide access to a single-occupancy restroom or changing area to an individual who does not wish to utilize the multiple occupancy restroom or changing area designed for their Sex; provided that such individual is authorized to be on the school premises.

All individuals are expected to comply with Oklahoma law. Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

- 1. **Students.** Students may be subject to the disciplinary methods listed in the student discipline code.
- 2. **Staff.** Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.
- 3. **Patrons.** Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

If a complaint is filed with the State Department of Education that the district or an employee is not complying with Oklahoma law on this topic, the board of education will have fifteen (15) days to request an opportunity to appear before the State Board of Education and/or submit a written response to address the allegations.