

## School Board Policy 5-330

Personal Leave Please refer to the applicable collective bargaining agreement. For employees not covered by a current applicable bargaining agreement:

Full-time educational support personnel have two paid personal leave days per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal 3 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave days not used may be converted to sick leave.
6. Personal leave may not be used when the employee's absence would create an undue hardship.