

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

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## 1. PURPOSE

To establish guidelines, criteria, and procedures for granting and usage of business leave by Somerset County Public School employees.

## 2. PROCEDURE

All full-time Somerset County Public School employees shall be entitled to four (4) days of business leave per year without loss of pay to fulfill pressing business or legal obligations or emergency family matters which cannot, through the exercise of reasonable diligence, be scheduled outside school hours. Such leave will be taken in increments of at least one-half day. Application shall be made in writing, on the appropriate leave request form, to the Assistant Superintendent of Schools (instructional personnel) or the Director of Transportation and Facilities (administrative and classified personnel.)

All Somerset County Public School employees who do not use their business leave will have it converted to sick leave at the end of each school year. There will be no carry-over and no borrowing of business leave.

Request for business leave must be submitted in writing to the Assistant Superintendent or Director of Transportation & Facilities for administrative and classified employees at least seventy-two (72) hours before the leave is to be taken.

A business leave day may not be used preceding or following a holiday except upon special permission by the superintendent for pressing business and legal obligations or emergency

family matters which cannot, through the exercise of reasonable diligence, be scheduled outside school hours. This definition includes the first duty day for teachers in September.

Business leave may not be used immediately prior to the end of the school year except where an individual will be entering college summer sessions.

Business leave should not be scheduled by teachers on full or partial professional development days. If unavoidable, special permission should be sought through the building principal and the assistant superintendent. If and when an exception is made, the professional development activities must be fulfilled at another time. The principal and facilitators will plan the alternative fulfillment in these instances.

**References:** Annotated Code of Maryland  
4-102, 4-204, 4-205, 6-408