# PERSONNEL 03.1231

‑ Certified Personnel ‑

Personal Leave

Number of Days

Full‑time certified employees shall be entitled to two (2) days of personal leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest 1/2 day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized personal leave days equivalent to their normal working day.

Personal leave may only be taken in 1/2 or whole day increments when a substitute is required.

Approval

The Superintendent or designee must approve the leave date, but no reasons shall be required for the leave.

No more than three (3) certified employees shall be granted personal leave on a given day. Leave cards shall be on file in the Superintendent’s office at least one (1) day prior to the requested leave date.

Prohibition

Unless otherwise approved by the Superintendent or designee, personal leave shall not be taken on the day before or after a holiday, vacation, or in-service day or on the first or last day of the school year.

Affidavit

Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature.

Accumulation

On June 30, personal leave days not taken during the school year shall be transferred and credited to the employee’s accumulated sick leave account.

Reference:

[KRS 161.154](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/154.pdf&requesttype=krs)

Related Policy:

03.1232

Adopted/Amended: 6/6/2018

Order #: 8051