

PERSONAL BUSINESS LEAVE

In compliance with 70 O.S. 6-104, The Amber-Pocasset School District shall provide for all employees three noncumulative days for personal business leave, upon the request of the employee. The building principal must be notified in advance. A personal business request form must be submitted in duplicate to the building principal for approval at least three days prior to the requested leave. The district will cover the cost of the 1st personal business leave day.

Employees will be charged the salary paid the substitute or one day's pay whichever is less. Except in cases of emergency, personal business leave will not be used the last day before a vacation or school break or the first day of school after a vacation or school break.

Additional information about personal business leave is a part of the "Request for Personal Business Leave" form in the regulation that follows this policy.

Unexcused Personal Leave

Any school personnel requesting any unexcused personal leave will be granted such leave with full day's pay deducted from absent personnel's salary for each day absent. The substitute teacher who fills the absent teacher's position will be paid regular substitute pay.

Upon written request, certified employees may be granted three (3) days of leave per year in order to conduct personal business. Support personnel will be granted three (3) day of personal, noncumulative leave per school year. This leave is subject to the approval of the employee's immediate supervisor. The purpose of this leave is to make it possible for an employee to tend to personal, legal, household, business or family matters which require his/her presence during school hours. It is intended that said leave shall be available for reasons of hardship or pressing need and not merely for convenience.

Except in emergency situations, the request for personal business leave shall be made three (3) days in advance to the administrative official to whom the employee is directly responsible. The administrator will act on the request and shall notify the teacher of the decision at least one (1) day prior to the day of the requested leave. In cases of emergency, an application must be filed with the principal within one (1) week after returning to work. The principal will submit the application to the superintendent for a decision.

Personal business leave shall not be taken immediately preceding or following a school holiday/break. Personal leave must be requested at least 24 hours in advance except in extreme cases.

Certified and Support employees will be charged the salary paid the substitute or one day's pay whichever is less. If it is necessary for a teacher to be absent for any reason not approved according to the stated policies for granting leave with pay, or in excess of the number of allowable days, the teacher's pay will be deducted at the rate of 1/180 of contract for each such day. If a support employee is absent for any of the above stated reasons, the employee's daily rate of pay will be deducted from his/her salary for any such day. The district will cover the cost of the 1st personal business leave day.

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

PERSONAL BUSINESS LEAVE, (REGULATIONS) (Cont.)

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 school activity if son or daughter 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
2. Attending school activities or sporting events when son or daughter is not competing
3. Seeking other employment
4. Participating in political or social activities
5. Performing any service for compensation

**REFERENCE: 70 O.S. §6-104 (Section 141, School Laws of Oklahoma)
Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)**

PERSONAL BUSINESS LEAVE, (REGULATIONS) (Cont.)

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)