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**DESCRIPTOR TERM:**

District 370 Policy

File Code: 6.60

**Classified Staff**

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Personal Leave	1993	10-11-93
Amended & Adopted	1994	9-12-94
Amended & Adopted	1996	5-13-96
Amended & Adopted	1998	6-8-98
Amended & Adopted	2001	9-10-01
Amended & Adopted	2003	3-10-03
Amended & Adopted	2006	4-10-06
Amended & Adopted	2009	4-13-09
Amended & Adopted	2013	6-10-13
<u>Amended</u>		

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Classified employees that work twenty (20) hours or more per week will receive three work days of personal leave each school year based upon the percentage of full time that they work (*full time equals 35 hours per week*). Employees may request and be awarded a fourth personal day and will be assessed a pay reduction of 20% of their daily rate of pay. Classified employees will be allowed to carry over ~~one~~ **two** personal ~~day~~ **days** each year. No more than five (5) days in total can be accumulated in a personal leave bank. (Two days annually + carry over of up to ~~one~~ **two** unused personal day per year up to a total of five personal days in their personal leave bank.) Classified employees shall not be allowed to take more than five (5) personal leave days in any one school year.

The approval of a personal leave request is contingent upon a suitable substitute being secured (if deemed necessary by the supervisor/principal).

Employees desiring to use their personal leave days shall file a request, in writing, to their immediate supervisor/principal at least three days in advance except when extenuating circumstances exist. For the purposes of this policy, extenuating circumstances are defined as hardships beyond the control of the employee which are generally non-repetitive.

Personal leave for the following days is discouraged. Approval is at the discretion of the employee's supervisor/principal.

1. The first ten (10) school days
2. The last twenty (20) school days
3. Scheduled district test days
4. Professional development days
5. Parent-teacher conferences
6. Days immediately prior to or after Christmas and spring vacations

Leave will be granted in the order of date of application.

For each day of absence over and above granted leave as set forth above, the employee will be placed on leave without pay and be assessed the commensurate pay reduction.

For each day of unused personal leave, each classified staff member shall receive sixty dollars (\$60) for that day of unused leave, to be prorated based on a seven (7) hour day. However, a classified employee cannot receive payment for any personal days that he/she has assigned to his/her personal leave bank. Payment will be made in the month of June each year.

Upon termination of employment from the Homedale School District, no employee shall receive any compensation for remaining personal leave days held.