

**G-2600 © GCCB  
PROFESSIONAL / SUPPORT STAFF**

**PERSONAL / EMERGENCY /  
RELIGIOUS LEAVE**

Each staff member will be granted personal leave not to exceed two (2) days per year. No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least two (2) working days prior to the first day of leave, and must be approved by the principal.

Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one (1) time.

Personal leave will not be granted during the following periods:

- On the day immediately preceding or following a holiday or vacation.

*Adopted:* date of Manual adoption

For the 2012-13 school year only, each staff member will be granted personal leave not to exceed 3 days per year. One of the personal days must be used in 2012-2013 and cannot be carried over or converted to personal illness (sick) leave.