

POLICY EXCERPT (Local leave)

LOCAL LEAVE

All employees shall earn five workdays of paid local personal leave per school year in accordance with administrative regulations.

Local leave shall accumulate to a maximum of 40 workdays.

Local personal leave shall be used according to the terms and conditions of state personal leave [See STATE PERSONAL LEAVE, above]; **however, the average daily rate of pay of a substitute for the employee's position shall be deducted for each day of local leave taken, whether or not a substitute is employed.**