
DESCRIPTOR TERM:District 370 Policy
File Code: 5.71**Certified Staff**

Personal Leave	Amended & Adopted	1996	5-13-96
	Amended & Adopted	1998	6-8-98
	Amended & Adopted	2000	5-11-00
	Amended & Adopted	2001	9-10-01
	Amended & Adopted	2002	9-9-02
	Amended & Adopted	2006	4-10-06
	Amended & Adopted	2007	8-13-07
	Amended & Adopted	2013	6-10-13
	Amended & Adopted	2015	

Certified employees will receive three contract days of personal leave each contract year, based upon the percentage of full time that they work. Employees may request and be awarded a fourth personal day and will be assessed a salary reduction of the substitute teacher rate. Certified employees will be allowed to carry over one personal day each year. No more than five days in total can be accumulated in a personal leave bank. These personal days can be used on consecutive days according to the restrictions below. Certified Employees shall not be allowed to take more than five (5) personal leave days in any one school year.

The following requirements must be met for a personal leave request to be granted:

- A. Adequate lesson plans must be made in advance, and
- B. An acceptable substitute must be secured.

Employees desiring to use their personal leave days shall file a request, in writing, to their immediate principal/supervisor, 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 order of date of application.

For each personal day absence over and above granted leave, the employee will be assessed a pay reduction equal to one contract day not worked.

For each day of unused personal leave, not assigned to an employee's personal leave bank, each certified staff member shall be paid ~~sixty~~ seventy-two dollars (\$~~60~~72). Payment will be made in the month of June each year. No employee shall receive payment for any personal days assigned to his or her personal leave bank. Upon termination of employment from the Homedale School District, no employee shall receive any compensation for remaining personal leave days held.