

Duchesne County School District - Policy Proposal

3.0411.10 Personal Leave

Existing Policy	Proposed Policy
<p data-bbox="107 380 448 411">3.0411.10 Personal Leave</p> <p data-bbox="107 457 363 489">Issue Date: 9/12/96</p> <p data-bbox="107 495 347 527">Updated: 11/14/19</p> <p data-bbox="107 573 797 873">An employee is allowed up to three (3) days personal leave, the first two (2) days at no deduct and the balance at substitute deduct (at lowest level substitute rate. When personal leave is used, it is not subtracted from the ten (10) day annual sick leave allotment. If the no-deduct days are not used during the year, they are paid at the end of the school year at substitute rate.</p> <p data-bbox="107 919 776 1182"><del>Personal leave cannot be taken during the first or last week of school, or the day before or after a school holiday, except in cases of extreme emergency (must be approved by principal). No more than ten percent (10%) or next whole number, of a school staff may use personal leave before or after a school holiday.</del></p> <p data-bbox="107 1228 784 1528">Although personal leave is not accumulative, two days of personal leave, if not taken, may be carried forward to the next school year. Each employee is limited to a maximum of five (5) days personal leave per year. Employees with 15 years in the District are allowed three (3) of these five at no deduct; those with 20 years are allowed up to five at no deduct if carried forward.</p>	<p data-bbox="824 380 1166 411">3.0411.10 Personal Leave</p> <p data-bbox="824 457 1081 489">Issue Date: 9/12/96</p> <p data-bbox="824 495 1068 527">Updated: 11/14/19</p> <p data-bbox="824 573 1515 873">An employee is allowed up to three (3) days personal leave, the first two (2) days at no deduct and the balance at substitute deduct (at lowest level substitute rate. When personal leave is used, it is not subtracted from the ten (10) day annual sick leave allotment. If the no-deduct days are not used during the year, they are paid at the end of the school year at substitute rate.</p> <p data-bbox="824 919 1502 1220">Although personal leave is not accumulative, two days of personal leave, if not taken, may be carried forward to the next school year. Each employee is limited to a maximum of five (5) days personal leave per year. Employees with 15 years in the District are allowed three (3) of these five at no deduct; those with 20 years are allowed up to five at no deduct if carried forward.</p> <p data-bbox="824 1266 1463 1413"><b>Personal leave cannot be taken during the first or last week of school, except in cases of extreme emergency. They must also be approved by the principal/supervisor.</b></p> <p data-bbox="824 1459 1515 1686"><b>Personal leave cannot be taken the day before or after a school break/holiday, unless it is pre-approved by the principal or supervisor. No more than ten percent (10%), or next whole number, of a school's teaching staff, may use personal leave before or after a school break/holiday.</b></p>

### 3.0411.11 PROFESSIONAL LEAVE

Issue Date: 9/12/96 Updated: 11/14/19

~~This leave is granted only on written request on forms provided and approved by the Superintendent for in-state travel and approved by the Board for out-of-state travel. This is not subtracted from the ten (10) day allotment.~~

1. Attendance at professional conferences on State ~~and~~ national levels.
2. Visitation of model schools.
3. Evaluation team participation.
4. Special workshops ~~on~~ clinics as specified by the District Supervisors ~~after proper clearance.~~

### 3.0411.11 PROFESSIONAL LEAVE

Issue Date: 9/12/96 Updated: 11/14/19

Professional leave is granted only when approved by the principal/supervisor for in-state travel and approved by the Board for out-of-state travel.

Examples of professional leave may include:

1. Attendance at professional conferences on school, district, state, or national levels.
2. Visitation of model schools.
3. Evaluation team participation.
4. Special workshops or clinics as specified by the principal after proper clearance by the district and/or board.
5. Coaching/extra-curricular duties as assigned and approved by the principal.