

Category: 7000 PERSONNEL	Policy Number: 7675
Policy Title: Personal Leave	Effective Date: November 18, 2009

Personal leave shall be granted, upon request, in no less than one-half (½) day increments to conduct personal business that cannot be taken care of during normal off duty time.

Employees shall be granted personal leave at the rate of four (4) days (prorated for employees working less than 177 days) per school year . Up to two (2) days of unused personal leave may be transferred to the next year, with a six (6) day maximum accumulation and six (6) day maximum use in any one school year.

As an incentive, if personal leave is not used, the employee shall be paid for up to three days at the annually established rate of pay per day for substitutes. Certificated employees will be paid at the substitute teacher rate. Classified employees will be paid at the regular classified substitute rate. Such payment will be made after the close of the school year.

Up to two additional days may be taken with the teacher paying the daily substitute rate for each of the additional days taken.

**Reference: Procedure 7675p, “Personal Leave”
Negotiated Agreement, Snake River Education Association with Snake River School District #52**

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Personal leave shall be granted, upon request, in no less than one-half (½) day increments to conduct personal business that cannot be taken care of during normal off duty time.

Employees shall be advanced personal leave at the rate of four (4) days (prorated for employees working less than 177 days) per school year with a six day maximum accumulation and six day maximum use in any one year. If an employee does not complete a school year, personal leave shall be prorated to the date of termination and the employee will not be compensated for unused personal leave. If an employee has used more than their accrued personal leave, the unearned personal leave days taken will be deducted from their final paycheck.

Employees may be able to advance two of the six unused accumulated personal leave days to the following year.

As an incentive, if personal leave is not used, the employee shall be paid for up to three days at the annually established rate of pay per day for substitutes. Certificated employees will be paid at the substitute teacher rate. Classified employees will be paid at the regular classified substitute rate. Such payment will be made after the close of the school year.

Up to two additional days may be taken with the teacher paying the daily substitute rate for each of the additional days taken.

If a salaried employee goes beyond their allotted personal leave, their pay will be docked in not less than full-day increments.

Reference: Negotiated Agreement, Snake River Education Association with Snake River School District #52