

CERTIFICATED EMPLOYEE - HOLIDAYS - PERSONAL LEAVE

The board shall determine the amount of holidays, and personal leave that will be allowed on an annual basis for licensed employees.

It shall be the responsibility of the superintendent to make a recommendation to the board annually on holidays, and personal leave for certificated employees.

Certificated employees who work during the school academic year, whether full-time or part-time, shall have time off in concert with the school calendar.

Full-time regular certificated employees who work 185 days a year will be allowed a maximum of 2 days of personal leave to accomplish personal business that cannot be conducted outside the work day. Those certificated employees working less than full-time personal leave will be prorated. Teachers shall notify their building principal prior to using personal leave. No more than three teachers will be allowed to use personal leave on a given day, selected on a first-come-first-served basis.

Leave following or preceding a holiday will be by permission of the board only.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the vacations, holidays and personal leave of such employees shall be followed.

Cross Reference:      410.08 Certificated Employees Unpaid Leave  
                                 415.01 Support Staff Vacations - Holidays - Personal Leave  
                                 602.01 School Calendar

Approved      8-15-05      Reviewed \_\_\_\_\_ Revised \_\_\_\_\_