

Snake River School District #52

PERSONNEL

5400P2

Personal Leave Procedure

Personal leave shall be granted, upon request, in no less than one-half (2) 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 145 days) per school year with a six (6) day maximum accumulation and six (6) 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 (6) unused accumulated personal leave days to the following year.

As an incentive, if personal leave is not used, the employee may be paid for up to four days at the annually established rate of pay per day for substitutes. Certificated employees will be paid at the substitute teacher rate. This is not applicable if no substitute is required when absent. 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 one (1) additional day may be taken with the teacher paying the daily substitute rate for that additional day taken.

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

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