

The District allows three (3) days of personal leave for each certificated employee and full-time employee who has been employed in the district for less than twelve (12) years to be used for emergency and personal reasons. Any certificated employee and full time employee who has twelve (12) consecutive years of uninterrupted employment is allowed (5) days of personal leave. These days may not be taken the day before or the day after scheduled vacations. Appeals for personal leave before or after a school holiday must be submitted one-week prior to requested leave, in writing, to the building principal. Acceptance or denial of said request shall be given, in writing, to the employee within three (3) days of the date submitted, unless an emergency requires a shorter response time line.

Unused personal leave shall be reimbursed at \$75.00 per day on June 25th of each year or be carried over into the new school year for a total of not more than five (5) accumulated days. If additional days are desired, the employee shall pay at their per diem rate.

Full Time Employee: Any non-certificated or certificated employee who works twenty hours or more per week, for five consecutive weeks or more



**LEGAL REFERENCE:**  
PERSI RULE 59.01.06.550

**ADOPTED:** June 14, 1999

**AMENDED:**  
Revised June 2000  
January 21, 2002  
December 9, 2002