

**- CERTIFIED PERSONNEL -****Personal Leave****NUMBER OF DAYS**

Full-time certified employees shall be entitled to ~~one-two~~ (2+) days of personal leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest 1/2 day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized personal leave days equivalent to their normal working day.

**APPROVAL**

The Superintendent or designee must approve the leave date, but no reasons shall be required for the leave.

Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.

**PROHIBITION**

Unless otherwise approved by the Superintendent, personal leave shall not be taken on the last work day before a vacation or holiday or on the first day following a vacation or holiday, or taken in the first two (2) weeks or the last two (2) weeks of the school year. Holidays are defined as school days officially designated in the school calendar as holidays and days that have been excluded from the school calendar.

**ABSENTEE CARD**

Employees taking personal leave must file an absentee card on their return to work stating that the leave was personal in nature.

**ACCUMULATION**

On June 30, personal leave days not taken during the school year shall be transferred and credited to the employee's sick leave account.

**REFERENCE:**

KRS 161.154