# PERSONNEL 03.2231

‑ Classified Personnel ‑

Personal Leave

Number of Days

Full‑time classified employees shall be entitled to one (1) day 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.

Limitation

No more than one (1) classified employee per building may take personal leave on a given day. Those employees making earliest application shall be given preference.Requests for personal leave must be submitted a minimum of 1 week prior to the date requested. 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. For purposes of this policy, holidays are defined as school days officially designated in the school calendar as holidays and days that have been excluded from the school calendar.

Affidavit

Employees taking personal leave must file a personal affidavit stating that the leave was personal in nature.

Accumulation

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

Reference:

[KRS 161.154](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/154.pdf&requesttype=krs)

Related Policy:

03.2232

Adopted/Amended: 8/23/2016

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