

PERSONNEL

- CERTIFIED PERSONNEL -

**Personal Leave**

**NUMBER OF DAYS**

All certified employees will be granted two (2) personal leave days each school year without loss of pay. Personal leave days shall not be fragmented less than one-half (1/2) day.

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.

**NOTICE**

The employee's immediate supervisor shall approve the leave date, but no reasons shall be required for the leave. Requests for leave must be made in writing and submitted to the immediate supervisor at least two (2) days prior to the leave date.

In the event that the personal leave day is used for emergency nature (where two (2) days' notification cannot be given), the employee shall be required to obtain oral permission from his/her immediate supervisor and file a written request immediately upon his/her return to work.

**RESTRICTIONS**

Unless approved in advance by the Superintendent, ~~or designee~~, personal leave shall not be taken on the last work day before a vacation or holiday, on the first work day following a vacation or holiday, during regularly scheduled day or evening in-service programs, on the first ten (10) teaching days or the last twenty (20) teaching days of the school year, or for any competitive school activities.

~~No more than five percent (5%) of a school's certified employees may take personal leave on a given day. If requests exceed five percent (5%), those making earliest application will be given preference.~~

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

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**AFFIDAVIT**

Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature.

**ACCUMULATION**

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

PERSONNEL

03.1231  
(CONTINUED)

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**REFERENCE:**

KRS 161.154

**RELATED POLICY:**

03.1232