

**- CERTIFIED PERSONNEL -**

**Personal Leave**

**NUMBER OF DAYS**

Full-time certified employees shall be entitled to three (3) 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 half (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.

**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 taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

**REFERENCE:**

KRS 161.154

**RELATED POLICY:**

03.1232