

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

Regular full-time or eligible part-time classified employees shall be granted three (3) days of personal leave each school year without loss of pay and without affecting other types of leave granted by law, regulation or Board policy.

Persons employed for less than a full year contract shall receive a pro rata part of the authorized personal leave days calculated to the nearest one-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.

PART-TIME EMPLOYEES

Beginning with their second consecutive year of employment with the District, all eligible, regular part-time classified employees may be granted three (3) days of personal leave with pay each school year.

In determining eligibility for personal leave, part-time classified personnel are those who are employed for ten (10) or more hours per week in positions that are established for a full school year in the work calendar for each job classification. Personal leave shall be for the number of hours the employee is normally scheduled to work.

APPROVAL

The employee must obtain prior approval from his/her immediate supervisor for the leave date and should give at least two (2) days notice, but no reasons shall be required for the leave.

LIMITED NUMBER

No more than 5% or one (1) employee (whichever is greater) of a school's or division's classified employees may take personal leave on a given day. If requests exceed the limit, those making earliest application will be given preference.

The immediate supervisor is authorized to limit the use of personal leave during emergencies which result in the unavailability of an adequate number of qualified substitute employees.

PROHIBITIONS

Personal leave shall not be taken on the opening or closing day of school (first or last day of classes for students and first and last non-flexible records/conference day for teachers). A request to waive this prohibition to use personal leave on the opening or closing day of school may be granted by the Superintendent on a case-by-case basis.

STATEMENT

Employees taking personal leave must file a personal statement no later than five (5) days after their return to work stating that the leave was personal in nature.

TRANSFER OF UNUSED DAYS

On June 30 of each year, personal leave days not taken during the current school year shall be transferred and credited to the employee's sick leave account. On June 30 of each year, any personal leave accrued but not used during the year will automatically be converted and added to employee's sick leave balance. The combined total of sick and personal leave added to the sick leave balance on June 30 shall not exceed thirteen (13) days for the year. Any leave exceeding

this maximum allowable balance each year shall be permanently forfeited and shall not be carried forward, compensated, or restored.

PERSONNEL

03.2231
(CONTINUED)

Personal Leave

REFERENCES:

[KRS 161.154](#)

[OAG 77-115](#)

RELATED POLICY:

03.2232

Adopted/Amended: 6/26/2023
Order #:

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

Full-time certified employees shall be granted three (3) days of personal leave each school year without loss of pay and without affecting other types of leave granted by law, regulation or Board policy.

Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest one-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.

Personal leave may be taken in whole-day or half-day increments.

PART-TIME EMPLOYEES

Part-time employees may receive a pro rata portion of the personal leave day allotment.

APPROVAL

The employee must obtain prior approval from his/her immediate supervisor for the leave date and should give at least two (2) ~~days notice~~days' notice, but no ~~reasons~~reason shall be required for the leave.

LIMITED NUMBER

No more than 5% or two (2) persons (whichever is greater) of a school's or division's certified employees may take personal leave on a given day. If requests exceed the limit, those making earliest application will be given preference.

The immediate supervisor is authorized to limit the use of personal leave during emergencies which result in the unavailability of an adequate number of qualified substitute employees.

PROHIBITION

Personal leave shall not be taken on the opening or closing day of school (first or last day of classes for students **and** first and last non-flexible records/conference day for teachers). A request to waive this prohibition to use personal leave on the opening or closing day of school may be granted by the Superintendent on a case-by-case basis.

STATEMENT

Employees taking personal leave must file a personal statement no later than five (5) days after their return to work stating that the leave was personal in nature.

TRANSFER OF UNUSED DAYS

~~On June 30 of each year, personal leave days not taken during the current school year shall be transferred and credited to the employee's sick leave account. On June 30 of each year, any personal leave accrued but not used during the year will automatically be converted and added to employee's sick leave balance. The combined total of sick and personal leave added to the sick leave balance on June 30 shall not exceed thirteen (13) days for the year. Any leave exceeding this maximum allowable balance each year shall be permanently forfeited and shall not be carried forward, compensated, or restored.~~

REFERENCE:

[KRS 161.154](#)

RELATED POLICY:

03.1232

Adopted/Amended: 6/26/2023

Order #: