

Sparta Area School District

Article 327 - Extended Personal Leave

It is the philosophy of the Board of Education that staff have a primary commitment to the 190 day school calendar. It is believed that education is its most valuable when staff have direct instructional contact with students. The use of substitutes should be limited. The Board recognizes, however, that highly unusual circumstances arise in which staff request extended personal leave. Such leaves will be considered “personal” and will follow these provisions:

- 1) A request for Extended Personal Leave (beyond available personal leave days) may be granted to an employee once during the first five years of employment, and once for every five years of consecutive employment in the sixth year and beyond with the Sparta Area School District. However, only one request per employee may be granted during a school calendar year.

Unpaid leave requests granted prior to 1996, and those related to FMLA, will not be considered in calculating available extended personal leave based on longevity.

- 2) All available personal leave must be used during the leave duration. Remaining days will be unpaid leave.
- 3) Up to 5 staff members at one time, on a first come (supervisor approved), first served basis, may be absent from school under this provision.
- 4) Extended personal leave requests must be presented in writing to the superintendent not less than 20 school days prior to anticipated beginning of the leave.
- 5) The District, based on then current circumstances, reserves the right to approve or reject each request. An individual will not be allowed to use more than 5 total days for this leave and/or other personal leaves in a single school year July 1 – June 30.

Legal Reference:

Cross Reference:

Approved: September 28, 1999

Revised: October 18, 2005
November 28, 2006
September 26, 2017