

# Personal Leave Days

Except when approved by the immediate supervisor, personal leave shall not be used the day before or after a holiday or scheduled break, or on an in-service day or parent conference day, or at the beginning of the school year or during the last two (2) days of the ten-month teachers' work year. Consideration will be given to the overall impact to the educational program and delivery of services prior to granting approval. Specifically, the supervisor or designee shall also take into consideration the following:

- The availability of substitutes.
- How many requests from that particular individual in the past, and whether this request represents an emergency when the individual has been approved for the exception in the past.

Denial of such requests may be appealed to the Executive Director of Human Resources or designee.

## Those days for school year 2018-19 include:

August	24, 27, 28, 29
September	04, 07, 11, 18, 20
November	05, 07, (08-09 ES/MS conferences), 21, 26
December	21
January	02, 18, 22
February	15, 19
April	17, 23
May	24, 28
June	the last two days of the 10 month work year.

## Process for Requesting Leave on Restricted Days

Employee submits completed Leave Request Form to supervisor.

Supervisor determines if leave will be granted based on the following criteria:

- The overall impact on the educational program and delivery of services
- The availability of substitutes
- The number of leave requests the employee has made in the past
- Whether the request represents an emergency
- Whether the individual has been approved for leave during restricted periods in the past

**The immediate supervisor/principal may approve the request for leave as they serve as a superintendent designee. The form or request is NOT forwarded to Human Resources.**

Leave forms are submitted to supervisors for processing.

All teachers enter their absences into SmartFind Express regardless of the need for substitute coverage. If leave is taken, the time off is recorded in SmartFind.

The supervisor submits the Leave Form in the normal fashion.

Denied Leave Request Forms are returned to the employee.

Employees may submit appeals to the Human Resources Senior Manager: Employee Relations/EEO Compliance for review.

## Reference

FCTA Negotiated Agreement-Temporary Leaves of Absence  
FASSE Negotiated Agreement- Personal Leave

**Source:** Human Resources  
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