

Descriptor Code: DDDE

## **STAFF LEAVE POLICIES**

Revised 10-2-2017

### PERSONAL LEAVE

#### **Professional Staff**

No personal leave will be granted unless a qualified substitute teacher can be found to replace the teacher on leave. Teachers receive 3 days of personal leave a year, accumulative to 5. After all appropriate leave is depleted; unpaid leave may be used for emergencies. Unpaid leave shall be granted to a teacher as a result of acts of God, including but not limited to, damage to primary residence, weather conditions, and other conditions over which the teacher has no control. Only the Superintendent may approve unpaid leave.

#### **Support Staff**

Staff working less than the 12 months will receive 2 days of personal leave per year. Personal days are not cumulative.