

**PERSONAL LEAVE**

Two days of personal leave may be granted to each teacher in the District.

- A. The teacher shall notify the building administrator as soon as possible in advance (three to five calendar days) through a Change of Status form, and follow customary procedures to provide for a substitute.
- B. In case of extreme personal need, the teacher may notify the superintendent of schools, or his/her designee, in writing in lieu of the local building administrator.

Leave days that shall not be granted except for emergency, religious leave, or other extenuating circumstances (e.g., educational programs which cannot be deferred) would be leave days that would occur:

- A. One day prior to or one day after a school holiday or recess period.
- B. Requests for time off which would occur during the first week of school or the last week of the school year.
- C. During the last week of the first semester or the first week of the second semester.

These two days of personal leave may not be used or construed to facilitate any organized type of work stoppage. The District will not tolerate abuse of this policy, and will treat such with punitive action. The professional teacher organization unites with the District in condemning any such possible abuse.

The superintendent of schools, or designee, has the privilege of modification to accommodate extenuating circumstances.

Adopted: June 8, 1982  
Reviewed: January 22, 2002