



### 330. PERSONAL LEAVE-PAID

#### **Personal Leave**

The Joint Operating Committee establishes provisions for personal days through the Administrative Evaluation and Compensation Plan and/or Collective Bargaining Agreement for Administrative Employees. Personal days can be utilized at the discretion of the employee except in extreme cases when the operation of the school would be compromised. See current Administrative Evaluation and Compensation Plan and/or Collective Bargaining Agreement for Administrative Employees for number of days and accumulation processes.

#### **Emergency Leave**

The Joint Operating Committee establishes provision for emergency leave through the Administrative Evaluation and Compensation Plan and/or Collective Bargaining Agreement for Administrative Employees. See current agreements for number of days and other provisions. Emergency leave is granted for the following reasons:

- (a) Birth or adoption of a child to the staff member's household.
- (b) Serious illness or accident in the immediate family requiring the presence of the professional staff member.
- (c) A legal situation mandating the presence of the professional staff member relative to the settlement of a legal matter for which all parties must be present at that time.
- (d) To transport a child of the employee to or from a military base or to or from college provided such transportation cannot be done on a non-school day.
- (e) Household emergency, i.e., fire, flood damage, burglary or similar property damage that requires immediate attention.
- (f) To attend graduation exercises of members of the immediate family. Members of the immediate family shall be defined as: child, parent (natural, foster or in-law) brother, sister, brother-in-law, sister-in-law, husband, wife, or a near relative who resides in the same household or any person with whom the professional employee has made his/her home.

The "Staff Absence Reporting" form must be completed for all leave purposes.

*(Refer to Policy 429 for "Staff Absence Reporting" form.)*

