



Section: CLASSIFIED EMPLOYEES
Title: PERSONAL LEAVE-PAID
Adopted: February 20, 1996
Revised: December 18, 2001
 August 21, 2007
 September 15, 2009

527. PERSONAL LEAVE-PAID		
1. Authority	<p>The Joint Operating Committee has the authority to specify reasonable conditions under which personal leave may be granted, the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave.</p> <p>Request for personal leave shall be made in advance to the Assistant Director whenever possible.</p>	SC 1154
2. Guidelines	<p>Such request shall include a statement as to reasons and necessity for such leave.</p> <p>UNLESS STIPULATED OTHERWISE IN AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT, CATEGORIES AND GUIDELINES OF COMPENSATED PERSONAL LEAVE ARE AS FOLLOWS:</p> <p><u>Death In The Immediate Family</u></p> <ul style="list-style-type: none"> • Four days paid leave. • Immediate family includes: mother, father, sister, brother, wife, husband, daughter, son, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, or near relative who resides in the same household or any person with whom you have made your home. <p><u>Death Of A Near Relative</u></p> <ul style="list-style-type: none"> • One day paid leave. • A near relative includes: grandmother, grandfather, brother-in-law, sister-in-law, first cousins, aunt, uncle, niece or nephew. <p><u>Jury Duty/Subpoenaed Witness</u></p> <ul style="list-style-type: none"> • Approved with full salary for the specified periods minus amount received from the court, adjusted for expenses. <p><u>Military Leave With Pay</u></p> <p>Employees of the school, either enlisted or commissioned, in any reserve component of the United States, Army, Navy, Marine Corps, Air Force or Coast Guard, shall be entitled to leave of absence from their respective duties without loss of pay, time or efficiency rating on all days not exceeding fifteen (15) in any one year during which they shall serve as members of such reserve components, be engaged in the active services of the United States or in field training ordered or authorized by the Federal forces.</p>	<p>SC 1154</p> <p>P.L. 677-65</p> <p>P.S. 114</p>

527. PERSONAL LEAVE-PAID

Personal Leave

The Joint Operating Committee establishes provisions for personal days through the Collective Bargaining Agreement for Education Support Professionals. Personal days can be utilized at the discretion of the employee within the terms of the CBA.

Emergency Leave

The Joint Operating Committee establishes provision for emergency leave through the Collective Bargaining Agreement. 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.