

**PERSONAL LEAVE
MEAESP**

RESTRICTED LEAVE MAY JUNE AND DECEMBER AND ANY DAY WHICH IS NOT IN SESSION FOR STUDENTS.

_____ Request in writing at least three (3) days in advance to Personnel Director except in emergency

_____ Restricted Leave will be granted for reasons listed on p.35 of the MEAESP contract.

_____ If personal leave is not granted the member will qualify for salary deduct leave at the per diem rate.

_____ Restricted personal leave shall be granted for the following reasons:

- Attendance at a funeral of a close friend or family member not covered by sick leave.
- Mandatory court appearance as a plaintiff, defendant, witness or part of the proceeding.
- Attendance at the wedding of the bargaining unit member, member of the bargaining unit member's immediate family or friend. An additional day will be granted for preparation for the wedding of the bargaining unit member's son or daughter. An additional day will be granted for travel out of town.
- Attendance at the graduation ceremony of a member of the immediate family. An additional day will be granted for travel out of town.
- To complete legal transactions or government business which cannot be performed after school hours, on weekends or during vacation periods.
- Travel conditions which make it impossible for a bargaining unit member to report as assigned.
- Accompanying spouse or son/daughter to join the armed forces or upon return home from overseas duty.
- House or dwelling of bargaining unit member damaged by fire, flood or severe accident.
- Repair of damaged major appliance which would create hazardous conditions to the bargaining unit member's dwelling if left unattended.
- Required attendance by the bargaining unit member at an institution of higher learning for the purpose of examination, graduation, and or registration for procuring a degree necessary or appropriate to the duties of the bargaining unit member.
- Religious holidays.

- Accompanying son/daughter/minor in custody of bargaining unit member to Parent/Student Orientation, honor or award ceremony at the K -12 level.
- Accompanying a son/daughter/minor in custody of the bargaining unit member to and from college.

UNRESTRICTED PERSONAL LEAVE January – April and July – November

_____ Confirm with building secretary the availability of dates based on maximum number of members allowed per building.

_____ Written request due to building administrator at least 3 days prior to leave request

_____ Unrestricted leave may not be taken during May, June and December. Unrestricted personal leave shall not be taken on the day before or after a vacation, holiday, or any day school is not in session for students as indicated in the school calendar or on any staff development day, records day or staff day as indicated in the school calendar.

Personal Leave shall not be used for:

- Gainful Employment
- Recreation or vacation
- Accompanying spouse on business trip
- Family reunion
- Any reason which does not comply with these established guidelines.

* Any change in Personal Leave Request must be submitted in writing to the Personnel Director's Office.