

PERSONAL LEAVE MEA

_____ Review valid reasons for Personal Leave on p. 66 and 67

The following are valid reasons for which the use of Personal Leave shall be granted:

- Funeral for persons not covered by sick leave.
- Mandatory court appearances.
- Day of marriage of the teacher, teacher's child, teacher's parent.

- Graduation exercises of the teacher, teacher's child, teacher's spouse, or teacher's parent.
- Necessary legal or business matters which cannot be performed after school hours, on weekends, or during vacation periods.
- Travel conditions which make it impossible for the teacher to report as assigned.
- First day of departure of a teacher's child for initial induction into military service.
- Official audit by United States Internal Revenue.
- House or dwelling of teacher damaged by fire, flood, or severe accident.
- Proceedings for the adoption of a child by the teacher.
- Repair of damaged major appliance which would create hazardous conditions to the teacher's dwelling if left unattended.
- Urgent or unusual family obligations, not covered by sick leave (family defined as husband, wife, child, father, mother, brother, sister, or any who stand in the same relationship), such as weddings, graduations, or other matters over which the employee has no control.
- Traditional religious ceremonies and holidays

_____ Obtain and complete request form located in building offices at least three (3) days in advance. (Unless there is an emergency)

_____ If request is not in compliance the day will be considered a salary deduct day at the per diem rate.

_____ Personal leave on days preceding or following a vacation, holiday, or the opening or closing of school shall be avoided whenever possible. When an emergency situation beyond the control of the teacher necessitates the use of personal leave on one of these days, the teacher shall provide, in addition to the PERSONAL LEAVE FORM, sufficient information to substantiate that the day is beyond the teacher's control.

_____ One additional day for religious purposes may be granted by the Superintendent. Bargaining unit members who request an additional day for religious purposes must make a written request at least five (5) days in advance.

_____ Unused personal leave days will accrue for application toward days above severance cap according to the following formula: five (5) accrued personal leave days convert to one (1) additional severance day above the cap.

The following are examples of reasons which are **not** valid for the use of paid personal leave of absence:

- Gainful employment.
- Recreation or vacation.
- Accompanying spouse on business trip.
- Family reunion.
- Any other 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.