

3.8.3.CMS---Certified Personnel Personal Leave

Personal Leave

For the district to function efficiently and have the necessary personnel present to effect a high achieving learning environment, employee absences need to be kept to a minimum. The district acknowledges that there are times during the school year when employees have personal business that needs to be addressed during the school day. Each full-time employee shall receive 10 sick days per contract year, 2 of these sick days can be used for personal business. These two days can be denied at critical times, including but not limited to, days immediately preceding or following a school holiday, and during mandated student assessments at the building administration's discretion.

If an employee does not use any or all available days in a contract year, such days are carried over as sick days.

Date Adopted: September 19, 2019

Last Revised: