

G-26 PERSONAL LEAVE

Two (2) personal leave days per year are granted to all full-time (20 hours or more per week) personnel of the Opelika City Schools. These days are non-cumulative and must be approved by the respective Principal or immediate administrator.

The employee requesting personal leave is required to submit, a request for personal leave prior to leave being taken. It is the responsibility of the Principal or other immediate administrator to determine whether the conditions set forth are met. The Principal or administrator will take into consideration the total number of personnel to be away for any reason and the extent to which provisions for all teaching assignments and duties can be made.

All personal leave requests should be filed with the Principal or immediate administrator as far in advance of the requested date as possible.

Employees taking both state-granted personal leave days during the first semester and who are not employed during the second semester will have their final earnings prorated for the second personal leave day.

Conditions for granting personal leave by Principals or immediate administrators are:

- No more than ten (10%) percent of a school's faculty or a particular staff may take personal leave on the same day.
- Personal leave will not be approved during the first or last two (2) weeks of the pupil's school year. Any exceptions to these conditions must be considered emergency situations and must be approved by the Superintendent.

All **non-tenured**, full-time employees are allowed one (1) additional

personal leave day per year which may be taken according to the approval requirements of the two (2) initial days with the exception that the non-tenured employee will be charged an amount equal to the currently approved substitute daily rate of pay plus fixed charges. The additional personal leave day for non-tenured employees must be requested after the two (2) initial state granted days are used.

All **tenured**, full-time employees are allowed three (3) additional personal leave days per year which may be taken according to the approval requirements of the two (2) initial days with the exception that the tenured employee will be charged an amount equal to the currently approved substitute daily rate of pay plus fixed charges. The additional personal leave days for tenured

employees are available during the academic year following the establishment of tenure and must be requested after the two (2) initial state-granted days are used.

For personal leave days not used from the two (2) state-granted days, all certified personnel may have unused days credited to their individual sick leave balance or receive compensation at the same daily rate paid substitute teachers. Certified employees who wish to receive compensation for unused state-granted personal leave days must notify the payroll bookkeeper by the last of each contract year in writing or those unused days will automatically be applied to sick leave balances. All support staff will have unused personal leave days added to their sick leave balance.

The additional days above the state-granted two (2) days, which are not used by full-time certified employees and support staff will be added to the respective employee's sick leave balance.

Conditions

- No more than ten (10%) percent of a school's faculty may take personal leave on the same day.

ADOPTED: November 23, 1999

LEGAL REF: Alabama Code 16-1-18.1: 16-8-26