

## **Section 400 – Personnel**

### **Certificated Employee Vacations & Leaves of Absence**

#### **Certificated Employee Personal Leave**

**File: 410.01**

#### **Personal Leave**

Each teacher is authorized two (2) days of personal leave per year and will be allowed to accumulate up to three (3) days of unused personal leave. A personal day of leave is personal to the individual and may be used on any contract day with the express consent of the administration. The administration has the right to refuse leave for valid reasons. It is recommended that notice be given at least seven (7) days prior to the day of leave. The Administration has the right to refuse the leave if an excessive number of employees are gone. A staff member whose child participates in any school-sponsored activity will be allowed to attend that activity, first by using personal leave if available, or by paying the total cost for their own substitute if personal leave is not available. Personal leave will be converted to hours instead of days and will be based on an eight (8) hour day.

#### **Professional Leave**

Personnel of the O'Neill Public School District shall be granted one (1) day of professional leave per year. The principals are authorized to grant professional leave for school purposes as well.