

## **Staff Personal Leave**

For each twelve month district employee, five days per year are allotted for personal leave. All other full time district employees are allotted four days per year for personal leave. Two of the personal leave days may be accumulated and used the following year. At any time a maximum of six personal leave days may be accumulated. A maximum of four personal leave days may be “cashed in” or transferred to accumulated sick leave each year.

If the employee wishes to request payment for unused personal leave, the request must be made in writing by the last day of the year. Days that are cashed in will be paid on the June paycheck of the contract year, and will be paid at the daily substitute rate. In the event of an extraordinary hardship of an immediate family member, and the employee has exhausted all leaves; district employees may anonymously donate personal days to said employee. Payment for personal days will be restricted to days earned each year; there will be no payment for days accumulated for prior years. Any additional days missed, other than those allowed herein or in other leave policies, will result in a reduction of pay on a per diem basis.

Personal leave days may not be taken to extend a school vacation such as Thanksgiving, Christmas, and spring break, or during the first or last two weeks of student contact days. Personal leave days may be used before students start or after the last student day of the year. Under special or hardship situations, the employee may apply to the Superintendent for approved special personal leave during the first or last two weeks or other times preceding or following break times during the school year. Whenever possible, a written request for personal leave must be submitted to the Superintendent at least one week in advance.

Use of personal leave days shall not be restricted, except by the availability of substitutes and as noted above.

**[Revised Aug. 2015]**

Lake County School District R-1, Leadville, Colorado