PERSONAL/EMERGENCY LEAVE POLICY

1. This policy applies to Regular Full-time employees and Part-time with Benefits employees.

2. Three (3) days of personal business leave with pay will be provided annually for each Regular Full-time employee and Part-time with Benefits employee. Personal business leave may be used for, but not limited to, attending to personal business, legal business and/or family matters which cannot be taken care of during non-duty hours. Personal leave must be requested in writing twenty-four (24) hours in advance in order to allow the Campus Director time to secure a substitute if necessary. Personal business leave shall not be cumulative from one year to the next and no payment for unused personal business leave days will be made at any time, except as provided in #4 below. Beginning in July 1, 2020, Eligible employees that have accumulated five (5) consecutive years of service with the District will receive one (1) additional day of personal business leave.

3. Two (2) days of emergency leave will be provided annually for emergencies that arise as a result of unforeseen, uncontrollable circumstances, not including inclement weather. A written request for emergency leave stating the purpose shall be submitted in advance to the Campus Director if reasonably possible. In cases of extreme emergency, the Campus Director may approve the emergency leave request by telephone. Emergency leave shall not be cumulative from one school year to the next and no payment for unused personal business leave days will be made at any time, except as provided in #4 below.

4. As an incentive to encourage attendance, each Regular Full-time employee and Part-time with Benefits employee will receive at the end of the fiscal year an annual attendance incentive as follows: (1) support employees in the amount of $70.00 times the number of personal business and emergency leave days not used during a school year and (2) other full-time employees in the amount of $100.00 times the number of personal and emergency leave days not used during a school year. An unused balance of less than four (4) hours will not receive attendance incentive pay.

5. Employees hired during the school year will be credited with personal business and emergency days on a pro rate basis.