



## **PERSONAL LEAVE Restrictions for Instructionally-Related Staff**

Board Policy DEC (LOCAL) differentiates the manner in which State Personal Leave is used.

*Non-Discretionary Use* – The reasons for the use of this leave would be employee’s illness, employee’s immediate family member’s illness, family emergency, death in the employee’s immediate family, military leave, birth or placement of a child and taken within the first year after the child’s birth, adoption, or foster placement.

*Discretionary Use* – The reasons for the use of this leave is at the individual employee’s discretion, subject to limitations as set out below:

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee at least three days in advance of the anticipated absence. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee’s absence on the educational program or District operations, as well as the availability of substitutes.

Discretionary use of state personal or local personal leave shall not be permitted for instructionally related personnel on the day before a school holiday, the day after a school holiday, days scheduled for state-mandated assessments, or professional development days.

The 2017-2018 restricted dates for discretionary personal leave are:

August 8-11, 2017	Professional Development
August 14-16, 2017	Professional Development
September 1, 2017	Day before Labor Day – District Holiday
September 5, 2017	Day after Labor Day – District Holiday
October 6, 2017	Professional Development
October 10, 2017	Day after Columbus Day – District Holiday
November 22, 2017	Professional Development Day
November 27, 2017	Day after Thanksgiving – District Holiday
December 15, 2017	Day before Winter Break – District Holiday
January 2, 2018	Professional Development Day
January 15, 2018	Professional Development Day
February 19, 2018	Professional Development Day
March 9, 2018	Day before Spring Break – District Holiday
March 19, 2018	Day after Spring Break – District Holiday
March 29, 2018	Day before Good Friday – District Holiday
April 2, 2018	Day after Good Friday – District Holiday
April 30, 2018	Professional Development Day
May 25, 2018	Day before Memorial Day – District Holiday
May 29, 2018	Day after Memorial Day – District Holiday