

**THE 2016-2017 DATES THAT PERSONAL
(DISCRETIONARY) LEAVE WILL NOT BE ALLOWED
FOR INSTRUCTIONALLY-RELATED PERSONNEL.**

STATE PERSONAL LEAVE	The Board requires employees to differentiate the manner in which state personal leave is used:
NON- DISCRETIONARY USE	<p>1. Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]</p> <p>Non-discretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.</p>
DISCRETIONARY USE	<p>2. Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.</p>
LIMITATIONS REQUEST FOR LEAVE	<p>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.</p>
SCHEDULE LIMITATIONS	<p>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.</p>

2016

August	12-19
September	2, 6
October	10
November	23, 28
December	16

2017

January	2, 16
February	20
March	10, 20
April	13, 17
May	27, 30