

### **3.11— LICENSED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE**

#### **Personal Leave**

For the district to function efficiently and have the necessary personnel present to effect a high achieving learning environment, employee absences need to be kept to a minimum. The district acknowledges that there are times during the school year when employees have personal business that needs to be addressed during the school day. Each full-time employee shall receive two (2) days of personal leave per contract year. Unused personal leave days may be converted to unused sick days at the end of each fiscal year.

Employees shall take personal leave or leave without pay for those absences which are not due to attendance at school functions which are related to their specific job duties and do not qualify for other types of leave (for sick leave see Policy 3.8, for professional leave see below).

School functions, for the purposes of this policy, means:

1. Athletic or academic events related to the school district; and
2. Meetings and conferences related to education and approved by supervisor

For employees the determination of what activities meet the definition of a school function shall be made by the employee's immediate supervisor or designee.

For employees other than the superintendent, the determination of what activities meet the definition of a school function shall be made by the employee's immediate supervisor or designee. For the superintendent, the school board of directors shall determine what activities meet the definition of a school function. In no instance shall paid leave in excess of allotted vacation days and/or personal days be granted to an employee who is absent from work while receiving remuneration from another source as compensation for the reason for their absence.

Any employee desiring to take personal leave may do so by making a request to his or her supervisor five (5) working days prior to the time of the requested leave.

Employees who fail to report to work when their request for a personal day has been denied or who have exhausted their allotted personal days, shall lose their daily rate of pay for the day(s) missed (leave without pay). While there are instances where personal circumstances necessitate an employee's absence beyond the allotted days of sick and/or personal leave, any employee who requires leave without pay must receive advance permission (except in medical emergencies and/or as permitted by policy 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE) from their immediate supervisor. Failure to report to work without having received permission to be absent is grounds for discipline, up to and including termination.

In addition to the two (2) days of personal leave granted annually, an employee may use up to two (2) days of accumulated sick leave for personal reasons. An employee will not be permitted to use more than two (2) consecutive days of leave for personal reasons at any time.

## **Professional Leave**

Professional leave is leave granted for the purpose of enabling an employee to participate in professional activities (e.g., teacher workshops or serving on professional committees) which can serve to improve the school district's instructional program or enhances the employee's ability to perform his duties.

Professional leave will also be granted when a school district employee is subpoenaed for a matter arising out of the employee's employment with the school district. Any employee seeking professional leave must make a written request to his immediate supervisor, setting forth the information necessary for the supervisor to make an informed decision. The supervisor's decision is subject to review and overruling by the superintendent. Budgeting concerns and the potential benefit for the district's students will be taken into consideration in reviewing a request for professional leave.

## **Extended Leave**

Extended leave is a leave of absence without pay, but with the privilege of returning to the same or substantially equivalent position. This may be granted upon recommendation by the superintendent and final approval by the school board. Extended leave may only be granted for up to one year. Employees with three or more years' experience in the district are eligible to apply. The following categories are acceptable to apply for extended leave consideration: Childbearing or childrearing including adoption; Advanced study in an educational field.

Legal Reference:       A.C.A. § 6-17-211

Date Adopted: 07-23-2001

Last Revised: 11-18-2010

Last Revised: 05-20-2014

Last Revised: 04-28-2016

Last Revised: 04-28-2020