

PERSONAL LEAVE

The Alleghany Highlands School Board desires that the continuity of its educational services to the students of the county not be unnecessarily interrupted by extended leaves of its employees. To this end, personal leave for eligible full-time employees may not exceed the number of days specified by this policy.

Personal leave may be granted upon prior notification, approval of the immediate supervisor and Superintendent or Superintendent's designee. Personal leave will be granted contingent upon the availability of a substitute.

- A. Generally
All full-time contracted employees, who work less than twelve months will be granted three (3) days of personal leave, with pay each year. Regular part-time employees will be granted 1.5 days of personal leave with pay.
- B. Limitations
 1. Personal leave days shall be granted on the day before or after a vacation or holiday period only upon the approval of the Superintendent of Schools or designee.
 2. No more than ten percent (10%) of the staff at any given school shall be granted personal leave on a given day. The staff member will be notified at the time of prior notification if his/her request exceeds this limitation.
- C. Control Year
The control year for use of personal leave shall be July 1 to June 30 of the following year.
- D. Unused Personal Leave
An employee who has unused personal leave at the end of the school year, shall be compensated at the rate one half (.5) of that person's per diem rate or the employee shall convert unused personal day(s) into sick days.
- E. Accumulation of Personal Leave
 1. Annually, two personal leave days may be carried over from one year to the next not to exceed a balance of 5 total days.
 2. Carry over is allowed for all employees.
 3. Accumulated personal leave (4 or 5 days) may not be used in conjunction with holidays (front or back end) without prior approval of the Superintendent or designee.
 4. If accumulated personal leave is not taken, it will be converted to sick leave.
 5. Accumulated personal leave may not be supported with requests for unpaid leave.

Adopted: July 1, 2022
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