

**Use of Personal Leave Chart (Reflecting Changes): Revised 12/2011**

<b>Calendar Days</b>	<b>Workdays</b>	<b>Can Use Personal Leave without a Deduction?</b>	<b>Can Use Personal Leave With Deduction?</b>	<b>Can Use Annual Vacation Leave?</b>
Instructional Days	185 <sup>(2)</sup>	No	Yes <sup>(1)</sup>	No
Optional Vacation Leave Non-Instructional Workdays <sup>(3)(4)</sup>	At least 2 <sup>(4)</sup>	Yes <sup>(1)(5)</sup>	No <sup>(3)</sup>	Yes
Mandatory Workdays <sup>(6)</sup>	Up to 8 <sup>(6)</sup>	No	No	No

- (1) In accordance with Section 5.1.2. – Benefits & Employment Policy Manual
- (a) Personal leave may be used only upon authorization of the immediate supervisor.
  - (b) Unless approved by the principal, a teacher shall not take personal leave on the first day teachers are required to report for the school year, on required teacher workdays, on days scheduled for State testing, on the last working day before or the next working day after holidays or annual vacation days scheduled in the calendar.
  - (c) On all other days, if the request is made at least five days in advance, the request shall be automatically granted subject to the availability of a substitute teacher.
  - (d) A teacher who requests personal leave at least five days in advance cannot be required to provide a reason.
  - (e) Personal leave may be used on any instructional day or workday except as noted in (b) above.
- (2) The State Board of Education may grant waivers to use some or all of the 5 additional instructional days (formally protected work days) as professional development workdays that will enhance students' performance. Any days for which a waiver has not requested and approved remain instructional days and the days that are waived become mandatory attendance workdays. (Effective July 1, 2011 there are no protected teacher workdays.)
- (3) Optional Non-Instructional Workdays – Workdays that are not designated as mandatory attendance workdays when teachers and other employees can use accumulated vacation leave. See (6) below.
- (4) At least 2 of the 10 non-instructional days must be designated as days that teachers may take accumulated annual leave (optional workdays). Local boards may designate up to 10 non-instructional days as days on which teachers may take accumulated annual leave.
- (5) Limited to the accrued personal leave balance as of the leave date.
- (6) Workdays that the local board can designate as mandatory attendance workdays; if not mandatory, Optional Vacation Leave Non-Instructional workday provisions apply.  
When Christmas is on Tuesday, Wednesday or Thursday, the maximum will be 7 instead of 8.

NOTE: This chart was revised to reflect HB 200 (SL 2011-145, sec. 7.29) - Increase Number of Instructional Days. Effective July 1, 2011.