

<b>Administrative Directive Title:</b> <b>Procedures for Personal and Professional Leave</b>	<b>AD Number:</b> <b>5.303.1</b>	<b>Adopted:</b> <b>July 2013</b> <b>Former Descriptor:</b> <b>PER1</b>
<b>Policy References:</b> <a href="#">Board Policy 5.303</a> – Personal and Professional Leave	<b>Revised:</b> 2/14; 6/14; 8/15; 8/16; 9/18; 10/20; 1/24	

1 **Personal Leave**

2 Eligible employees shall accrue personal leave pursuant to Board Policy 5.303. Personal leave may be  
 3 taken at the discretion of the employee but requires at least one (1) days’ notice in writing to the  
 4 employee’s supervisor unless exigent circumstances apply. No documentation is required to be  
 5 submitted for personal leave, but the employee is responsible for inputting the leave into Skyward.  
 6 Pursuant to Board Policy 5.303, Principal/supervisor approval shall be required for the following  
 7 reasons: (1) more than 10% of teachers in any given school request use of a personal day on the same  
 8 day; (2) the personal day is requested on a student examination period day; (3) the day is immediately  
 9 preceding or following a holiday or vacation period; (4) personal leave is requested for days scheduled  
 10 for professional development or in-service training according to the school calendar adopted by the  
 11 Board prior to the start of the school year; and/or (5) personal leave is requested for days scheduled for  
 12 parent-teacher conferences according to the school calendar adopted by the Board prior to the start of  
 13 the school year.

14 **Professional or Administrative Leave**

15 Professional leave is a short, temporary absence for the purpose of attending professional development,  
 16 workshops, or other meetings relating to school business or serving on boards and commissions which  
 17 meet during daytime hours when appointed by a mayor, city council, county executive, or county  
 18 commission. In addition, certified employees shall be granted leave to serve on any board or commission  
 19 of the State when the appointment is made by the Governor or General Assembly.

20 Certified staff members may request professional leave by submitting the request to the school principal  
 21 at least five (5) days prior to the requested leave of absence. Professional day requests in excess of one  
 22 (1) day per school year must be approved by the Assistant Superintendent of Curriculum and Instruction.