

**STAFF PERSONNEL**  
**Series 400**

Policy Title: PERSONAL LEAVE

Code: 403.3

Personal leave shall be granted the professional employee at the rate of four (4) days per year. Personal leave days may be taken as full or half days at the discretion of the professional employee. Up to (2) two unused personal leave days may be carried over to the next year, with the maximum accumulation of (6) six days per year. In the event an employee has more than (2) two personal days left at the close of the school year, the district will buy the personal days back from the employee at the rate of \$125.00. Employees using their personal leave do not pay the cost of the substitute teacher. Except in cases of extreme emergency, the building principal must be notified twenty-four (24) hours in advance that a staff member requires personal leave.

Date of Adoption:

Readopted: July 2009

Revised: 3/19/12, 9/18/17, 8/21/23

Legal References:

Section 33-1216 I.C.