

STAFF PERSONNEL
Series 400

Policy Title: PERSONAL LEAVE

Code: 408.2

Personal leave shall be granted to each classified employee. Nine (9) month employees shall be granted four (4) days per year, and twelve (12) month employees shall receive five (5) days. Personal leave may be taken as full or half days at the discretion of the employee. Two personal leave days may be carried from one year to the next.

Leave Without Pay

The standards for classified employees and education support professionals in the Lapwai School District include consistently maintaining a punctual daily work schedule and regular attendance. Absences result in loss of services to students and reduced support for classroom teachers. Except in the instance of an emergency, advanced notice of personal and sick leave is required.

Staff who have exceed available personal and sick leave are in leave without pay (LWOP) status. When classified employees and education support professionals reach LWOP status, a plan of improvement may be required in collaboration with the supervising administrator. Further absences must be accompanied by a written statement from a physician. Excessive absences beyond those complying with policy can lead to lead to termination of employment.

Date of Adoption:
Readopted: July 2009
Revised: 3/19/12, 8/21/23, 10/21/24

Legal References:
Section 33-1216 I.C.