

PERSONAL LEAVE

The Board shall grant to all employees, three (3) days absence during each school year to be used for such purposes as may be determined by the individual. For every day an employee is absent from work over the allowed three (3) days, the employee shall be considered on leave without pay and a full day's pay shall be deducted from his/her regular salary for each day absent.

The three (3) days personal leave shall be used at the employee's discretion, upon submitting proper notice for such leave at least twenty-four (24) hours prior to taking said leave. The twenty-four (24) hour notice may be waived if due to unforeseen circumstances. The three (3) days personal leave shall not be cumulative nor payable upon death or retirement. Personal leave shall be charged to and deducted from current and/or accumulated sick leave as of the date personal leave is taken.

Revised: February 1975

Revised: October 1976

Revised: June 1978

Revised: August 1983

Revised: October 1984

Revised: May 1990

Revised: November 1990

Revised: July 1996

Revised: November 1998

Revised: August 2022

Ref: La. Rev. Stat. Ann. §§17:1208, 17:1208.1; Board minutes, 2-18-75, 10-12-76, 6-20-78, 8-16-83, 10-9-84, 5-1-90, 11-27-90, 7-16-96, 11-17-98, 8-2-22.