



5.303.1p

Personal and Professional Leave

Standard Operating Procedure Outline

<i>Category:</i>	Human Resources	<i>Department:</i>	Employee Benefits		
<i>Procedure:</i>	Personal and Professional Leave				
<i>Policy Reference # :</i>	HR 5.303	<i>Version:</i>	1.0	<i>Date Revised:</i>	7/30/2018

Operational Objective(s)

Certificated and Support full-time employees are eligible for personal leave and professional leave as outlined below.

Procedure

Personal Leave

Certificated Staff:

Certificated employees are eligible for personal leave, with the number of days available each year based on MNPS years of service, provided the employee works a minimum of 1.2 hours per day and is not working in a 120-day Retiree role:

MNPS Years of Service	Days Available Per Year
0-9	3*
10 +	6

*The prevailing substitute pay will be deducted from one (1) day regardless of the availability or need for a substitute.

**The prevailing substitute pay will be deducted from three (3) days regardless of the availability or need for a substitute.

In general, personal leave may be taken for any purpose which requires the staff member to be absent during work hours. No explanation shall be required. Application for personal leave shall be made with the principal a minimum of two (2) days in advance, except in cases of emergency.

Except in cases of emergency or unusual circumstances, personal leave days for certificated staff *will not be allowed* during the following times without the recommendation of the principal and approval of the Executive Director for School Support and Improvement:

- The first and last week of each semester
- The day immediately prior or immediately following a holiday
- Scheduled In-Service days
- Conference Days
- Any prior established student examination period

No more than one (1) professional staff member or five percent (5%) of the teaching staff in any business unit may take personal leave at one time.

Fully paid personal leave days which remain unused at the end of the work year shall be credited to accumulated sick leave.

Support Staff:

Regular full-time employees with less than ten (10) years of service will be granted two (2) personal days each year. Regular full time employees with more than ten (10) years of service will be granted three (3) personal days each year. Personal leave should be requested on designated forms or systems and will be approved provided it does not disrupt the regular operation of the school or department. Unused days will roll over to sick leave at the end of each year.

Professional Leave

Without loss of pay, any full-time employee, upon approval of the principal or immediate supervisor shall be allowed five (5) days absence in any calendar school year to attend educational meetings. Such meetings shall be considered “educational meetings” as approved by the District, provided an employee is an elected delegate, an official of the organization, a committee member with responsibilities at said meeting or an invited participant on the official program. Notification of such absence shall be filed with the principal or immediate supervisor not less than five (5) working days before such meeting.

Absence for professional reasons other than those specified above (for visiting schools, attending educational conventions or other similar purposes) shall be allowed without loss of pay to the extent of five (5) working days in any school year, provided such absence is recommended in writing by the principal or department head and approved by the appropriate Chief Officer (e.g. Chief Operations Officer, Chief of Academics and Schools).

Performance Measure/Accountability

Continuous evaluation of procedure to ensure efficiency and compliance with all regulations.