



Office of the Superintendent

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Personal Leave Information for 2018-2019

To give employees adequate prior notice and to clarify how the personal leave articles of the classified and certified contracts are administered the following is a list of “black out” dates for use of personal leave. **Personal leave must be pre-approved** except in the case of an emergency.

- The *classified* contract states the employee must certify that fully paid personal leave is not for recreation, other business endeavors, or to extend a vacation or holiday, in-service day or workday, or the beginning or the end of the school year.
- The *certified* contract states the employee must certify that fully paid and cost of sub personal leave will not be used to extend a vacation (holiday).

2018 / 19 Unauthorized Dates for Use of Personal Leave		
Month	Classified Days	Certified Days
July	3,5	
August	21 (Secretaries),30,31	28,31
September	4,	4,
October	11,15,31	
November	5,9,13,16,21,26	9,13,20,26
December	21,26,31,	21
January	2,7,18,22,24,28	7,18,22
February	15,19	15,19
March	22	22
April	1,4,8	1
May	24,28	24,28
June	5 and/or last day of work	7