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| **New Mexico School f/t Blind & Visually Impaired** |  **No. 425** **SUBJECT: Personal Leave** |
| **Effective date: 03/21/97** | **Revised: 05/24/01, 04/20/06, 7/21/11****Reviewed: 11/5/14** |
| **Distribution: All Staff** | **Kind: Board Policy** |

1. PERSONAL LEAVE

 NMSBVI recognizes that nine-month employees may need to be absent from the job for reasons other than illness. It is for that reason that the Personal Leave Policy is instituted.

 1.1 ELIGIBILITY

 Two days of personal leave will be credited to all nine-month employees at the beginning of each school year for personal business which cannot be handled except during work hours. Employees who begin employment after the commencement of the work year shall be credited with personal leave on a pro-rata basis. Employees who leave prior to the end of their contract year or are on extended leaves in excess of sixty (60) contract work days shall have personal leave reduced on a pro-rata basis. The employee is not required to state the reason for taking such leave; however, such leave is subject to advance approval by the supervisor. Such leave shall not accumulate or carry over from year to year.

 1.2 WRITTEN REQUESTS

 Nine-month employees wishing to utilize their Personal Leave must submit a request to their immediate supervisor at least one week prior to the planned Personal Leave date. Request for Personal Leave must be approved by the immediate supervisor. Personal leave during the first and last months (August & May) of the school year should be avoided, and may not be granted unless there is a verifiable emergency situation. Personal leave shall not be approved during the first or last five (5) days of the academic year or on an in-service day. In the case of emergency, however, the Superintendent, or his/her designee, may grant personal leave for these days. The Superintendent’s, or his/her designee’s, decisions on these matters shall not be interpreted in a manner which establishes a precedent, practice, or other future entitlement.

 1.3 The granting of Personal Leave must neither impede nor hamper the normal operation of the school.

* 1. In order to ensure that adequate staffing levels are maintained, immediate supervisors may place a cap on the number of staff that are granted Personal Leave during any given period of time. In these cases, the granting of Personal Leave should be based on the date and time of the request submission.

 1.5 Upon termination, discharge, resignation, or retirement of employment, no payment shall be made for unused personal leave.