

9.01.2 ACCRUED PAID LEAVE: PERSONAL LEAVE

Since a significant number of absences for personal leave reasons during the same day or period has an adverse impact on school operations, principals are encouraged to develop building guidelines designed to minimize or control absences during critical periods, i.e. at the end of the school year, during testing periods, etc.

A. *Less-Than-12 Month Contracts*

1. Up to three (3) days of paid leave are allowed each year to less-than-12-month contracted employees for personal leave. Unused personal leave may be credited to sick leave accrual only at the end of the current school year.

2. Leave of one (1) day's duration may be approved by the principal/director. The employee need not divulge the reason for absence, but should obtain prior approval unless emergency or unusual conditions exist. Requests for two (2) or more days of leave or for one (1) day taken in conjunction with a holiday period or spring break shall be made in writing to the Superintendent through the principal. This request shall be submitted at least three (3) days prior to the anticipated dates of absence and shall state the nature of the business.

B. *Contracts Which Are Changed to 12 Month Contracts*

When an employee's contract is changed from 9 1/2, 10, or 11 months to 12 months, unused personal leave is credited to sick leave at the time of contract change.

C. *Religious Leave*

Absence for religious holidays may be considered in the category of personal leave. Richmond Public Schools shall make all reasonable efforts to accommodate the religious beliefs, observances, and practices of its employees. These shall consider the instructional needs of the classroom, and shall include, but are not limited to, voluntary substitutes and "swaps," flexible scheduling, lateral transfer, change of job assignments, and any