

6.70.7 - Personal Leave

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1. Personal Leave – All Alexander City School System employees will receive two (2) personal leave days funded by the state as authorized by state law. In addition, the Board will pay the costs for a substitute for one (1) additional day for a total of three (3) personal leave days at no cost to the employee. An employee may take up to two (2) additional personal leave days for which the employee's pay shall be reduced by the amount paid a substitute.

1. When the two state-funded personal leave days are not used, Alexander City School System certified employees may receive, upon written request, compensation at the same daily rate paid for their substitute. Otherwise, unused personal leave days will be converted to sick leave days in July.

1. Personal leave is non-cumulative and requires no justification from the employee. The Superintendent shall establish and publish procedures for documenting personal leave by employees.

1. Unused personal leave days are converted to sick leave at the end of the fiscal year.

REFERENCE(S):

CODE OF ALABAMA

16-1-18.1, 16-8-26

HISTORY:

ADOPTED: JUNE 12, 1996

REVISED: JULY 13, 2010

FORMERLY: GBRI