

CHAPTER 6.00 – HUMAN RESOURCES

PERSONAL LEAVE

6.70.7

- I. The Board shall permit each employee to be absent two days each year to attend to personal or business affairs. Such leave days shall not be cumulative. The principal and superintendent may approve up to three (3) additional days with the cost of a substitute pay being deducted for each day taken. The request for personal leave shall be in writing in advance in accordance with established procedures.

- II. For personal leave days not used, certified employees may receive compensation at the same daily rate paid substitutes. The number of personal leave days subject to reimbursement shall be limited to the number for which funding is provided in the annual foundation program budget. Unused personal leave days provided by the state may be converted to sick leave.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
6-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1, 16-8-25, 16-8-26**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 8, 1985
REVISION DATE(S): October 18, 2006
FORMERLY: GBRH**