

**CHAPTER 6.00 – HUMAN RESOURCES**

**PERSONAL LEAVE**

**6.70.7**

All Henry County School System employees will receive two (2) personal leave days funded by the state as authorized by state law and Alabama State Department of Education guidelines. In addition, the Board allows employees three (3) additional personal leave days for a total of five (5) days. Personnel will have their salary reduced by an amount equal to substitute pay for their position for any of the three (3) locally-authorized personal leave days taken.

When the two (2) state-funded personal leave days are not used, Henry County School System employees may receive, upon written request, compensation at the same daily rate paid for a substitute. Otherwise, all unused state-funded personal leave days will be converted to sick leave days.

Personal leave is non-cumulative and requires no justification from the employee.

**REFERENCES:**

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

**HISTORY:**

**ADOPTED: OCTOBER 11, 2007  
REVISED: JULY 18, 2013; \_\_\_\_\_  
FORMERLY: 6.70.7**