

## PERSONAL LEAVE DAYS SCHEDULE

### New Employees:

Personal leave is one of the benefits you are provided as an employee with Hoover City Schools. Employees who work the entire school year are provided two personal leave days at no cost to the employee. Because you are a new employee, the following chart indicates the number of days you are entitled to your first year of employment.

<u>Initial Hire Date</u>	<u>All Employees - Personal Leave Days at no cost</u>
July 1 – September 30	2
October 1 – November 30	1.5
December 1 – January 31	1
February 1 – March 31	.5
April 1 – June 30	0

In addition, certified employees who work the entire school year may request up to three additional days of personal leave with a deduction equivalent to the average cost of a substitute instead of a daily rate of pay. These days must be requested in advance, and must be approved by your Principal and by the Director of Human Resources. Specific information about these days is provided in other information that you have been given. Because you are a new employee, the following chart indicates the number of these days you are entitled to during your first year of employment.

<u>Initial Hire Date</u>	<u>Certified Employees Only - Personal Leave Days deducted at the average cost of a substitute</u>
July 1 – September 15	3
September 16 – October 31	2.5
November 1 – December 15	2
December 16 – January 31	1.5
February 1 – March 15	1
March 16 – April 15	.5
April 16 – June 30	0

### Resignation, Termination, etc. of Employment Prior to the End of the School Term:

The following chart is the allotment of personal days available if employment ends prior to the end of the school term. There is no pay due for unused personal days. Final payroll check will be deducted for days used but not entitled to based on the chart below.

<u>Date of resignation, termination, etc.</u>	<u>All Employees - Personal days at no cost to employee</u>
July 1 – September 30	0
October 1 – November 30	.5
December 1 – January 31	1
February 1 – March 31	1.5
April 1 – June 30	2

  

<u>Date of resignation, termination, etc.</u>	<u>Certified Employees Only – Days 3, 4 and 5</u>
July 1 – September 15	0
September 16 – October 31	.5
November 1 – December 15	1
December 16 – January 31	1.5
February 1 – March 15	2
March 16 – April 15	2.5
April 16 – June 30	3