

BOARD POLICY

Descriptive Code: GBRI

PERSONAL LEAVE

Date: December 12, 2006

All professional certified and auxiliary support personnel employed by the Columbia County Board of Education may apply for a maximum of three days of any unused sick leave for personal reasons during each work year. Personal leave must be applied for and approved by the principal or immediate supervisor no later than one week prior to the date requested for personal leave, except in emergencies. Personal leave is non-accumulative and is deducted from the employee's sick leave days.

Exceptions which must be approved by the Superintendent on an individual basis:

An employee may request up to a total of ten days of personal/sick leave per school year for the purpose of visiting **with his or her spouse prior to deployment to or during leave from an overseas assignment to a combat zone or combat support posting**. The employee must provide **official** documentation of **the leave to the principal or immediate supervisor**.

An employee may request up to a total of five days of additional personal leave without pay within a five year period.

Any employee who serves as a bona fide poll worker with a County Board of Elections may use his/her personal days to work. If the employee exhausted his/her three personal days, he/she may request additional personal leave without pay to work the election.

PROCEDURE: YES

ADOPTED: 8/14/90

REVISED: 8/13/91, 10/01/97, 8/10/99

Columbia County Board of Education