

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

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ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

Reference: PUSD/PFT Agreement

4.2 CERTIFICATED PERSONNEL

EC 44962-63, 87763-64

SECTION 4.241 PERSONAL LEAVE

Each member of the Unit shall be eligible to apply for a maximum of three (3) days of Personal Leave. The first two days, if granted, shall be at full salary less the cost of a substitute. The third day, if granted, shall be at full salary.

Eligibility for this leave requires two days of advance written notice and approval of the principal or supervisor except in the case of an emergency where prior notice would be impossible.

Eligibility for this leave shall be based upon instances of compelling personal importance which require the teacher to be absent from the work site during duty hours. Legitimate reasons for requesting the leave include unavoidable legal or business transactions or matters involving the teacher's household or family.

Under no circumstances shall the teacher be permitted to use Personal Leave for the purpose of concerted or individual work slowdowns or other refusals to perform regular services or any aspect of preparation relating to a work stoppage. Also, under no circumstance shall Personal Leave be granted for recreation purposes or for the purpose of extending a holiday or vacation.

All requests for Personal Leave shall be subject to a review by the principal or immediate supervisor to determine compliance with the eligibility requirements set forth in this section.