

### **3.11—LICENSED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE**

#### **Personal Leave**

Licensed employees will be granted three (3) days of personal leave each contract year. Unused personal leave will accumulate to a maximum of five (5) days. Unused personal leave days that exceed the maximum accumulation of five (5) will be added to the employee's accumulated sick leave balance.

Licensed employees must notify the principal/immediate supervisor prior to leave in writing.

If licensed employee chooses to take more than (3) consecutive days of personal leave, employee must receive approval from the building principal/immediate supervisor and the superintendent or his designee PRIOR to the leave.

After having used all available days of personal leave during a contract year, licensed employees will receive no pay for any additional days of personal leave. Teachers may use personal leave to attend the funeral of someone other than family.

The Benton School Board expects employees to use personal leave rather than sick leave for personal business. Approval for unavoidable, extenuating circumstances will be determined collaboratively between the principal and central office.

Employees shall take personal leave or leave without pay for those absences which are not due to attendance at school functions and do not qualify for other types of leave (for sick leave see Policy 3.9, for professional leave see below).

School functions, for the purposes of this policy, means:

1. Athletic or academic events related to the school district; and
2. Meetings and conferences related to education.

For employees other than the superintendent, the determination of what activities meet the definition of a school function shall be made by the employee's immediate supervisor or designee. For the superintendent, the school board of directors shall determine what activities meet the definition of a school function. In no instance shall paid leave in excess of allotted vacation days and/or personal days be granted to an employee who is absent from work while receiving remuneration from another source as compensation for the reason for their absence.

#### **Professional Leave**

A year's leave of absence for professional growth may be granted after three years in the Benton School System. The licensed personnel may return to the same position. Intention to return to position the following year must be declared in writing by March first of the current year.

Professional employment with another school district while on leave from Benton School District will automatically negate the responsibility of Benton School District for continued employment. Professional growth leave of absence plan must be presented for approval to Building Principal and Superintendent of Schools by March 1 of the current school year.

Cross Reference:           3.08 Licensed Personnel Sick Leave  
                                  8.07 Non-licensed Personnel Personal Leave

Legal Reference: A.C.A. § 6-17-211

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