

**SAINT PAUL FEDERATION OF EDUCATORS
PROPOSAL #3
SEPTEMBER 23, 2021**

PERSONAL LEAVE

EDUCATIONAL ASSISTANT CONTRACT

ARTICLE 10. COMPENSATORY LEAVE

10.1.4.3 Personal Leave. Personal leave provisions are intended to allow time for planned absences, emergencies and other matters which are urgent, which require the educational assistant's presence and which cannot be handled except at a time in conflict with the educational assistant's day. Personal leave is deducted from sick leave. Full-time employees may take up to ~~four (4)~~ **five (5)** days of personal leave per school year. Effective July 1, 2008, twelve (12) month employees who are eligible for vacation are excluded from the use of personal leave. Part-time employees must be regularly assigned to work a minimum of forty (40) hours per biweekly pay period to be eligible for personal leave. A day equals the amount of hours an employee is regularly scheduled to work during the leave.

A. Personal leave shall be granted an employee upon receipt of request to the principal or program administrator. Leave verification should be provided ten (10) days in advance of the leave date or as soon thereafter as possible.

B. All days of personal leave shall be deducted from accumulated sick leave. Unused leave shall not accumulate.

C. The use of personal leave for non-emergency use must be requested in writing to the principal/program administrator ten (10) days advance notice of intention to use such leave on a specific date.

D. The principal/program administrator will determine approval of personal leave and may choose not to grant approval if the absence of the employee would be detrimental to the educational goals for the school/program.