

Provo City School District

Policy Series 5000: Personnel



5400 P5

Employee Leave: Personal

Personal leave may be granted for personal matters that must be resolved during school hours. Employees are encouraged to request leave 48 hours in advance. Personal leave may be taken for any reason and when requesting leave the employee does not have to state a reason for leave to their supervisor. There will be a 25% per hour dock for classified contracted employees and an average annual adjusted cost of a substitute dock for licensed contracted employees for each day approved. If a supervisor denies personal leave it may be appealed to the Deputy Superintendent. Personal leave cannot be taken within thirty (30) days immediately preceding the last day of employment with Provo City School District.

High Impact Days

Personal Leave may not be taken on the following days without the permission of the supervisor and the Deputy Superintendent:

- The first or last five days of school
- Immediately preceding or following winter break
- Graduation days for UVU or BYU unless it is the graduation of an immediate family member
- Parent Teacher Conference
- Teacher Quality Days
- Other days as identified by building principals/supervisors announced within the first two weeks of the school year

Employees who violate this procedure may be subject to disciplinary action, which may include termination.

Contracted Employees

A maximum of five (5) days of personal leave per year may be granted to any contracted employee.

Cross References
Policy 5400

Synopsis
Employee Leaves Policy

Adoption:

December 1, 2014