

APPENDIX A

FREEDOM AREA SCHOOL DISTRICT
FREEDOM, PA

PERSONAL LEAVE

- 1) Two (2) days of personal leave with full pay, nondeductible from sick leave will be allowed each employee during each school year. One day of unused personal leave may carry forward for use in the immediately subsequent school year; otherwise, unused personal leave days shall automatically be transferred to an accumulative auxiliary sick leave allotment to be used by said employee for illness after the employee's regular sick leave has been exhausted.
- 2) Personal Leave Days **may not be used to extend a holiday.**
- 3) Personal Leave Days **must be used as whole days only.**
- 4) Personal leave days may not be used during the last **five** days of the school year except for extenuating circumstances as approved by the Superintendent.
- 5) Ten (10) percent of the Faculty may be on unrestricted personal leave on any given day. While on personal leave, an employee may not take gainful employment or appear in any litigation against the district as a litigant or as a witness or engage in any other action detrimental to the district.
- 6) Other than listed above, there shall be no other restrictions for Personal Leave time.

EMPLOYEE'S NAME _____

DATE OF REQUESTED LEAVE _____

DATE REQUEST SUBMITTED _____

PERSONAL DAY # 1 2 3

SUPERVISOR Approved _____

Disapproved _____

SUPERINTENDENT Approved _____

Disapproved _____