

## Questions and Answers

### Personal Leave Without A Deduction FY 2010

Session Law 2008-107, House Bill 2436, Section 26.21. (a) One day of personal leave on an instructional day without deduction.  
EXPIRED June 30, 2009.

Session Law 2008-209, House Bill 15 provides for classroom teachers and media specialists who require substitutes, to use personal leave on non-protected teacher workdays, and receive full salary without a deduction for a substitute.

The use of personal leave without a deduction is administered in accordance with the Benefits and Employment Policy Manual, Section 5.1.2., Use of Personal Leave.

**NOTE: As used in this document, the term teacher(s) applies to classroom teachers and media specialists who require substitutes.**

#### **1. What employees are eligible to earn/use personal leave?**

Classroom teachers and media specialists who require substitutes and are employed in permanent status (full or part-time), are eligible to earn/use personal leave.

#### **2. As a classroom teacher when can I use personal leave and receive full salary without a deduction?**

There is one (1) instance when a teacher can use personal leave and receive full salary without a deduction for a substitute:

(1) A teacher can use personal leave on a non-protected teacher workday and receive full salary without a deduction. The total amount of personal leave that a teacher can use on non-protected workdays is limited to the number of days accrued per year.

The use of personal leave without a deduction is administered in accordance with the Benefits and Employment Policy Manual, Section 5.1.2., Use of Personal Leave.

**3. What is the total number of personal leave days without a deduction that a teacher can use per year?**

A teacher can use up to the amount of accrued personal leave during the 10 non-protected workdays and receive full salary without a deduction for a substitute.

The use of personal leave without a deduction is administered in accordance with the Benefits and Employment Policy Manual, Section 5.1.2., Use of Personal Leave.

**4. Can a teacher use personal leave without a deduction in half-day increments?**

Yes. Personal leave must be used in either half or full-day increments.

**5. Does a teacher have to provide a reason for requesting personal leave without a deduction?**

The use of personal leave without a deduction is administered in accordance with the Benefits and Employment Policy Manual, Section 5.1.2., Use of Personal Leave.

**6. How will finance track the use of personal days?**

One absence coded added during the 2008-09 school year will remain valid (26) to allow for tracking of the personal leave used during non-protected teacher workdays.. This absence codes will reduce the same personal leave balance as the current 06 and 16 personal leave absence codes.

NOTE: There is no change as to how the personal leave balance is accrued. It will continue to be earned at .20 of a day per month, with a maximum accrual of 5 days. Personal leave in excess of 5 days shall convert to the teacher's sick leave balance on June 30.

### Personal Leave Absence Codes

Personal Leave on a Non Protected work day - Absence code **26**

- Employee may take a personal leave day on a non-protected work day (5) with NO deduction.
- Non protected workdays are workdays that are not specified as protected in 115C-84.2(4). Therefore, the days at the beginning of the school year

and the one at the end of each academic quarter on which LEAs shall not impose any additional tasks.

- The number of days is unlimited up to the balance in the employee's personal leave bucket.
- Legislation has no expiration of no deduction for a personal leave day on a non-protected workday.
- Leave day is coded as absence code 26. Only one code is required as no substitute on a workday.

Personal Leave on an instructional day or protected work day- Absence codes **36** and **46**

- EXPIRED June 30, 2009 – No longer valid