

PERSONAL LEAVE
(MSBA/MASA Model Policy 411)

Adopted by Naytahwaush Community Charter School Board: January 10, 2012

I. PURPOSE

The purpose of this policy is to clarify what the procedure is for staff to use their personal leave days and the guidelines for those that use any additional days. This policy is written in the spirit of creating a positive work environment and with the realization that all absences by staff create a burden on the remaining staff members. These guidelines will be used for those staff that have excessive absences.

II. GENERAL STATEMENT OF POLICY

- A. At the beginning of each school year all employees are given either 10 or 20 personal days, depending on their work agreement.
- B. Employees may use those days in any manner they choose.
- C. Each time a staff member uses one or more personal days, they will complete a “NCCS Personal Leave Form” and turn it in to the Director, either prior to taking the leave days or immediately after returning.
- D. If a staff member fills out an “NCCS Personal Leave Form” more than one week prior to the leave date, they will remind the Director on the day before the effective leave date.
- E. We realize that there are a number of reasons that employees may miss work. If an employee misses more than their allotted days, the Director will review the file and make a determination whether the absences are considered excessive.
- F. When a staff member has used their allotted days, they will be notified by our business office.
- G. When a staff member has exceeded their allotted days, their file will be reviewed each month on the day that payroll is prepared (usually on or close to the 10th of each month). The Director will give the staff member written notice indicating how many personal days they have used.
- H. When a staff member has exceeded their allotted days by 8 additional days absent, they will be given a final written notice by the Director. At that time their file will be reviewed again, and employment with NCCS may be terminated.
- I. NCCS will comply with the Family Medical Leave guidelines as established by Federal Law.

III. DEFINITIONS

- A. Personal Leave means days given to each employee to be used as they wish.
- B. NCCS Personal Leave Form means a form developed by NCCS that notifies the Director of the date(s) that an employee is going to be gone or was gone.
- C. Verbal warning means the employee will be talked to, with an explanation of what the concern is, at what step the employee is at in the personal leave policy, and what will happen if absences continue. Verbal warnings will be documented, signed by all parties involved, and placed in the employees file.
- D. Written warning means that the employee will receive a written notice of the number of days the employee has missed, what the consequences are at that time for that employee, and what will happen if they continue to miss work.
- E. Terminated means that the employee will no longer be employed at NCCS.