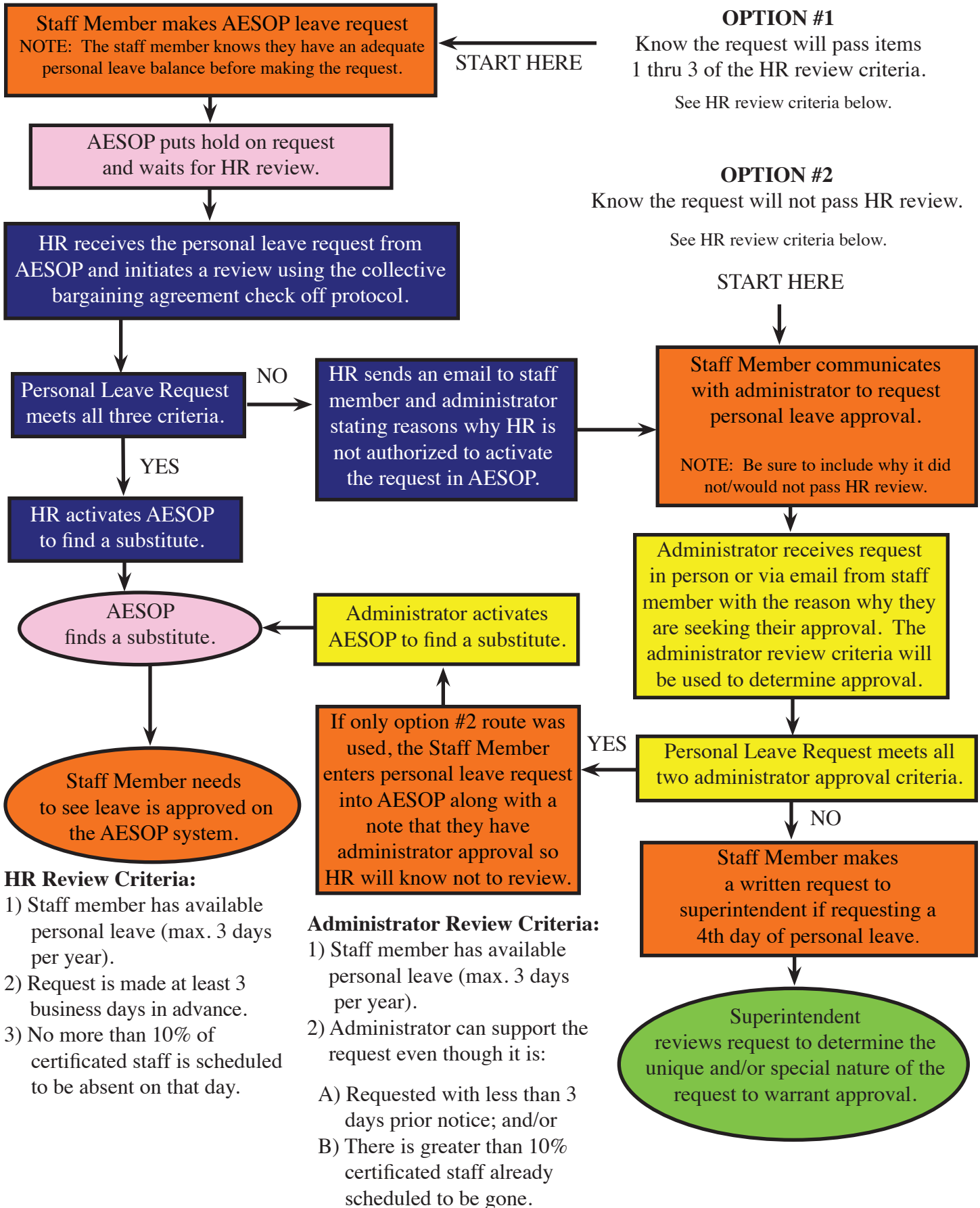


La Center School District Certified Staff Personal Leave Protocol



OPTION #1

Know the request will pass items 1 thru 3 of the HR review criteria.

See HR review criteria below.

OPTION #2

Know the request will not pass HR review.

See HR review criteria below.

START HERE

HR Review Criteria:

- 1) Staff member has available personal leave (max. 3 days per year).
- 2) Request is made at least 3 business days in advance.
- 3) No more than 10% of certificated staff is scheduled to be absent on that day.

Administrator Review Criteria:

- 1) Staff member has available personal leave (max. 3 days per year).
- 2) Administrator can support the request even though it is:
 - A) Requested with less than 3 days prior notice; and/or
 - B) There is greater than 10% certificated staff already scheduled to be gone.