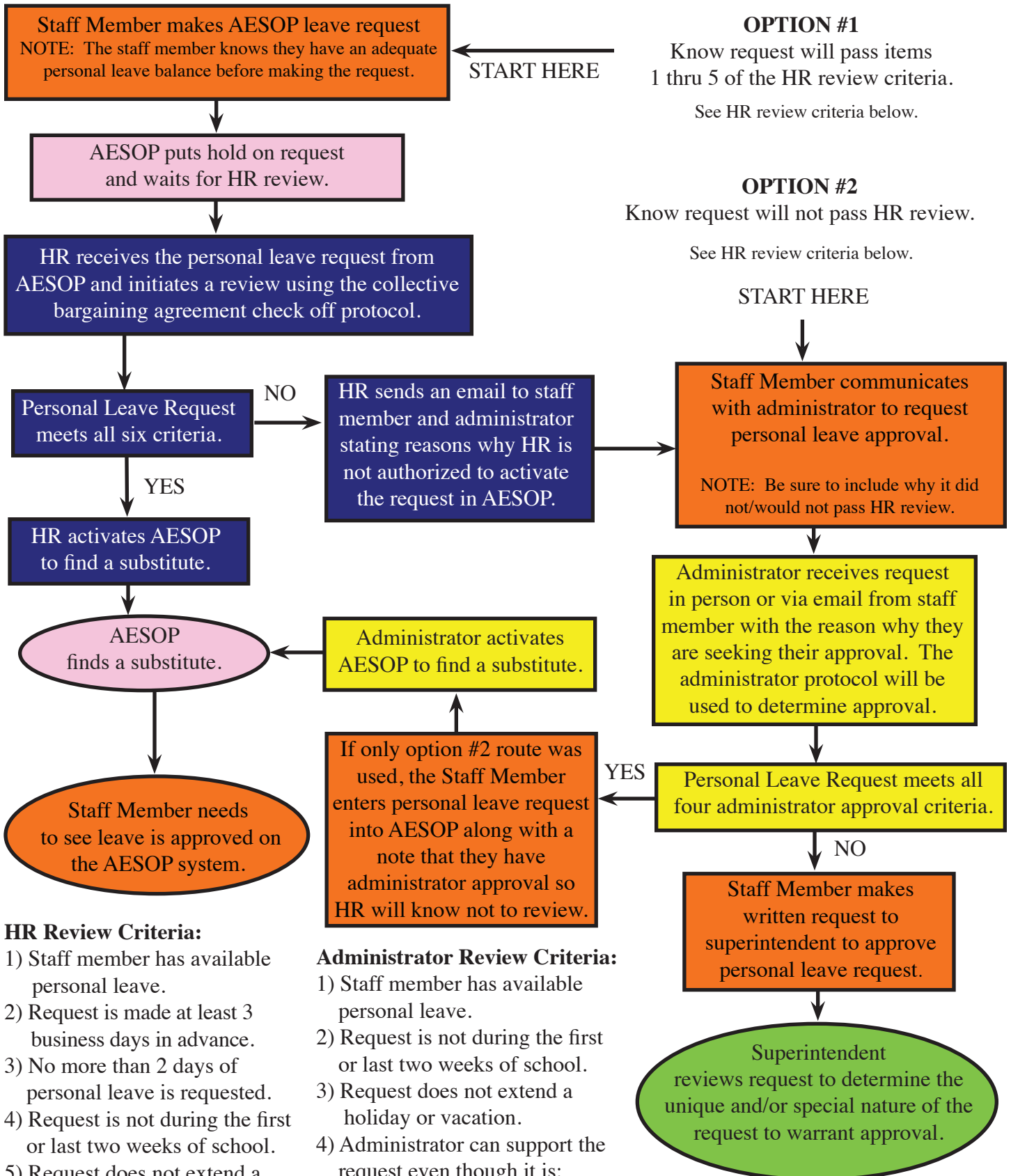


La Center School District Personal Leave Protocol



HR Review Criteria:

- 1) Staff member has available personal leave.
- 2) Request is made at least 3 business days in advance.
- 3) No more than 2 days of personal leave is requested.
- 4) Request is not during the first or last two weeks of school.
- 5) Request does not extend a holiday or vacation.
- 6) No more than 10% of staff is scheduled to be absent on that day.

Administrator Review Criteria:

- 1) Staff member has available personal leave.
- 2) Request is not during the first or last two weeks of school.
- 3) Request does not extend a holiday or vacation.
- 4) Administrator can support the request even though it is:
 - A) Requested with less than 3 days prior notice;
 - B) There is greater than 10% staff (Cert. or Class.) already scheduled to be gone; and/or
 - C) Request is for more than 2 days.