

## **Certificated Staff Personal Leave Protocol**

**Option 1 - The certificated staff member's request does not require the use of more than three (3) personal leave days for the current school year:**

Step 1 – The staff member submits a request for Personal Leave via AESOP.

Step 2 – AESOP puts the request on hold and awaits approval from the staff member's immediate supervisor. *It is recommended that the staff member contact their supervisor directly to expedite the approval process so that AESOP can assign a qualified substitute in a timely manner.*

Step 3 – The staff member's supervisor reviews the request following the Administrator Review Criteria.

### **Administrator Criteria:**

1. The request for personal leave is made at least 3 days in advance.
2. The request for personal leave does not exceed 3 days, and the staff member has sufficient personal leave available for the balance of the request.
3. There are no more than 10% of certificated staff members scheduled to be absent during the days(s) of the request.

**-OR-**

4. The administrator determines that they can support the personal leave request even though Criteria 1, Criteria 2 and/or Criteria 3 have not been met.

Step 4 – The supervisor approves the request via AESOP, and a sub (if needed) is assigned.

**If the supervisor cannot approve the personal leave request based on the above criteria:**

1. The supervisor notifies the staff member.
2. The staff member has the option to make a written request (via e-mail or letter) to the Superintendent for personal leave approval.
3. The Superintendent reviews the request to determine if the unique and/or special nature of the request warrants approval.

### **Important Notes:**

*Personal leave may be taken in half-day (subject to availability of half-day subs) or full-day increments only.*

*In unusual situations where prior notice is not possible, personal leave approval shall be sought immediately upon return to work.*

**Option 2 - If the certificated staff member's personal leave request requires the approval of a 4<sup>th</sup> day of personal leave (per the LCEA Collective Bargaining Agreement):**

Step 1 – The staff member contacts their supervisor (in person) regarding the personal leave request with the reason they are seeking approval and submits a written request to the Superintendent for review.

Step 2 – The Superintendent reviews the request to determine if the unique and/or special nature of the request warrants approval.

**If the personal leave request is approved:**

1. The employee enters the request in AESOP, noting the Superintendent's prior approval.
2. AESOP puts a hold on the request until the supervisor approves the request in the system. Upon approval, a sub (if needed) is assigned.

**Important Notes:**

*Personal leave may be taken in half-day (subject to availability of half-day subs) or full-day increments only.*

*In unusual situations where prior notice is not possible, personal leave approval shall be sought immediately upon return to work.*