

## **Classified Staff Personal Leave Protocol**

Step 1 - 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 – 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 classified 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 one hour increments.*

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