

## Madison City Schools

5.9.6 Personal Leave – All regular, full time employees are eligible for two (2) non-cumulative personal leave days each scholastic year without loss of pay. Personal leave must be requested in writing in accordance with such procedures as may be established by the Superintendent or the Board. **Absent Superintendent approval**, personal leave **generally**, may not be taken immediately before or after a school holiday or in the first or last ten days of a school term **or during standardized testing**. Full time employees may choose to convert unused personal leave days to sick leave days at the end of the school year.

- a. Employees are encouraged to notify their supervisor at least five working days prior to taking personal leave when at all possible. In granting personal leave to employees, each work site may have a daily limit (i.e. one person taking personal leave per ten employees on staff).