



## Personal Leave Days Schedule

Personal leave is one of the benefits you are provided as an employee of Henry County Schools. Board policy allows five personal days for each school year. Employees who work the entire school year are provided two personal leave days at no cost to the employee. Three additional personal days are available for the employee, upon request and approval. These three additional days will be docked.

The following chart indicates the number of days new employees are entitled to the first year of employment.

<u>Hire Date</u>	<u>All Employees – Personal Leave Days at no cost</u>
July 1 – September 30	2
October 1 – November 30	1.5
December 1 – January 31	1
February 1 – March 31	.5
April 1 – June 30	0

In addition, employees who work the entire school year may request up to three additional days of personal leave. These days must be requested in advance and must be approved by your Principal and the Superintendent. With the use of these three additional personal days, certified employees will receive a deduction equivalent to the average cost of a substitute (\$80.00/day), instead of a daily rate of pay deduction. Classified employees will receive a deduction of (\$55.00/day), instead of a daily rate of pay deduction.

The following chart indicates the number of days you are entitled to during your first year of employment.

<u>Hire Date</u>	<u>All Employees – Personal Leave Days (at cost)</u>
July 1 – September 15	3
September 16 – October 31	2.5
November 1 – December 15	2
December 16 – January 31	1.5
February 1 – March 15	1
March 16 – April 15	.5
April 16 – June 30	0

*Employees who use days that are not sick or personal days will be docked at the employee's daily salary rate per day.*

I understand the above chart and how it applies to Henry County Board of Education's Personal Day Leave.

---

(Employee Signature)

---

(Date)