

## **PRINCIPAL AND ASSISTANT PRINCIPAL LEAVE**

All principals at the beginning of their contract year will be credited with 14 days of Personal Time Off (PTO) for the year. Principals on less than a full-time contract shall have PTO equal to the percentage of the rate for which contracted in proportion to a full time time contract. Principals on extended contracts shall have PTO added at the rate of  $(14/\text{contract days}) \times (\text{additional days})$ .

In order to eligible for the yearly PTO allowance the new or returning principal in the District must have completed at least one day of service. Should a new principal not complete at least one day of service, the new principal has the option of taking unpaid leave and shall be entitled to the yearly PTO allowance after completing at least one day of service.

Should a returning principal not complete at least one day of service, the returning principal may use accumulated leave during the period of absence. If the principal has not accumulated leave, the principal has the option of taking the first two scheduled days of service as days of unpaid leave and/or paid leave days and the principal shall on the third scheduled day of service (if the principal did not work on the first two days) be entitled to the yearly PTO allowance provided a physician certified that the person is medically unable to be at work on the third scheduled day of service.

If the principal is eligible for Family Medical Leave Act Leave, paid leave days taken may be applied against the number of days to which the employee is entitled pursuant to the Family Medical Leave Act. The principal shall make the election to take paid leave for FMLA leave purposes or unpaid FMLA leave at the commencement of the leave and shall notify the business office of the election. In no instance shall the principal be entitled to more leave days than that afforded through accumulated paid leave or the twelve (12) weeks of FMLA leave, whichever is greater, for FMLA qualifying reasons.

Principals are eligible to (voluntarily) participate in the district Sick Leave Bank.

Unused sick leave converted to PTO may accumulate to a maximum credit of one hundred twenty (120) days. The business office shall notify each principal at the beginning of the contract year as to how many accumulated days of PTO the principal has accumulated.

Beginning in the 2000-01 contract year, when a principal leaves the district, the board will buy back one-third of the principal's unused PTO up to forty (40) days based on that individuals' most recent daily rate of pay.

Requests for PTO must be made at least 3 days in advance of the day(s) requested unless it's for an illness or other emergency, and then the leave must be submitted to the superintendent upon the employee's return. PTO will not be granted on the days preceding or following holidays or on In-service days unless it is for illness or other emergency and approved by the superintendent.

Failure to submit PTO leave requests in accordance with the timelines may result in nonapproval of the leave or approval as Leave Without Pay. If the leave is taken and

not approved, additional disciplinary action may occur, including LWOP for the time missed and additional suspension without pay.

No more than 3 consecutive days of PTO may be taken without the express consent and authorization of the superintendent.

ADOPTED: May 23, 2016