

Teachers have two days of personal leave per year, cumulative to a maximum of five days, which may be requested by application in accordance with the policies of the State Board of Education.

**Eligibility and Rate of Earning**

Personal leave is earned by classroom teachers and school media specialists who require substitutes. In order to be eligible, the teacher must be in a permanent full- or part-time position. Personal leave is earned at the rate of .20 days for each full month of employment not to exceed two days per year. Part-time personnel earn a pro-rata share of the rate for full-time teachers. Unused personal leave may be carried forward from one year to another and may be accumulated without limitation until June 30th. On June 30, personal leave in excess of 5 days is converted to sick leave so that a maximum of 5 days of personal leave are carried forward to July 1st. Upon retirement, any personal leave may also be converted to sick leave.

*Advisory Note* As used in this section the term “teacher” applies to classroom teachers and media specialists who require substitutes.

**Use of Personal Leave**

- (a) Personal leave may be used only upon the authorization of the immediate supervisor.
- (b) A teacher shall not take personal leave on the first day teachers are required to report for the school year, on required teacher workdays, or on days scheduled for state testing, or on the day before or the day after a holiday or scheduled vacation day unless approved by the principal.
- (c) A teacher who requests personal leave at least five days in advance shall be automatically granted the request subject to the availability of a substitute teacher and the teacher cannot be required to provide a reason for the request.
- (d) Personal leave may be used on any instructional day or workday except as noted in paragraph (b) above.
- (e) Teachers using up to one day of personal leave during the 180 instructional days shall receive full salary. Teachers using more than one day per year shall receive full salary less the required substitute deduction. This provision expires June 30, 2009.
- (f) Teachers using personal leave on optional workdays shall receive full salary. Teachers may use up to their accrued amount of personal leave on non-protected teacher workdays in accordance with paragraphs a, b, and c above.

**Limitations on Personal Leave**

- (a) Personal leave should be used with due and proper consideration given to the welfare of the students and teachers alike and shall not be advanced.
- (b) Personal leave may not be used during summer employment.
- (c) When a teacher is no longer eligible to earn personal leave, that teacher may not use previously accumulated personal leave.
- (d) When a teacher resigns or separates from service, personal leave cannot be paid out in lump sum.

**Personal Leave Increments** Personal leave must be used in one-half or whole day units.

**Deduction**

Teachers using personal leave receive full salary less the required substitute deduction with the following exceptions:

- (a) Teachers using personal leave on non-protected teacher workdays shall receive full salary.
- (b) Teachers using up to one day of personal leave per year shall receive full salary. Teachers may use up to their accrued amount of personal leave on non-protected teacher workdays in accordance with paragraphs a, b, and c above.

**Transfer of Personal Leave** Personal leave must be transferred between local administrative units.

**Reinstatement of Personal Leave** A teacher must be credited with all personal leave accumulated up to the time of reassignment or separation provided that the teacher is reinstated as an eligible permanent full-time or part-time teacher within 60 calendar months from the date of separation or reassignment.

Legal Reference(s) G.S. 115C-302.1(d), 16 NCAC 6C.0403, G.S. 115C-325(a)(6), S.L. 2007-378, S.L. 2008-107

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