

CHAPTER 6.00 – HUMAN RESOURCES

PERSONAL LEAVE	6.70.7
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- I. Personal Leave – All Dale County School System employees will receive two (2) personal leave days funded by the state as authorized by Section 16-8-26, *Code of Alabama 1975 and 1986 Cumulative Supplement*. The Dale County Board of Education will pay the costs for a substitute for three (3) additional days for a total of five (5) days; however, personnel will have their salary reduced by an amount equal to substitute pay for their position for any of the additional three (3) days taken.

- II. When the two (2) personal leave days are not used, Dale County School System employees may receive, upon written request, compensation at the same daily rate paid for their substitute. Otherwise, all unused personal leave days will be converted to sick leave days.

- III. Personal Leave is non-cumulative and requires no justification from the employee.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
6-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1, 16-8-26**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: Dec 16, 2008
REVISION DATE(S): _____
FORMERLY: NEW**