



"To Build Knowledge and Skills for Success Today and Tomorrow"

File: GDBDB*

SUPPORT AND PROFESSIONAL/TECHNICAL STAFF PERSONAL AND BEREAVEMENT LEAVE

Personal leave is available to all support and professional/technical staff, who are eligible to participate in the SD Retirement System. Employees hired after July 1, 2013, who are eligible for vacation days are not eligible for personal days. New employees are eligible for personal leave after two (2) months of employment. An employee can use a personal day only on a day that the employee is scheduled to work and at their rate of employment.

Unused personal leave will be transferred to the employee's sick leave account. As an alternative, an employee may annually request reimbursement for unused personal days at the prorated amount of \$60 per day based on a 1.0 FTE. This request must be made by June 1 of the current school year.

For twelve month full-time and twelve month part-time employees hired before July 1, 2013, two (2) days of leave with pay may be taken for personal reasons each year if approved in advance by the superintendent or designee. One additional day may be allowed, and that additional day may be allowed after all vacation days have been used, and that additional day shall be charged to the employee's accumulated sick leave. For ten+ month full-time, nine month full-time and nine month part-time employees, four (4) days personal leave, one additional day may be allowed, and that additional day shall be charged to the employee's accumulated sick leave. The additional leave shall be approved in advance by the superintendent or designee.

The employee may have up to two (2) days of bereavement leave per year to attend to bereavement needs.

Revised June 2019; Revised September 2015
Revised July 2013, Revised July 9, 2012
Revised July 12, 2010, Reviewed January 13, 2009
Revised July 10, 2006
Revised July 8, 2002, June 22, 1993
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