

PERSONAL BUSINESS LEAVE (REGULATIONS)

The Board of Education shall provide up to three (3) days per school year for personal business leave for teachers. Such leave shall be limited to personal business matters that cannot be conducted before or after school hours or on weekends. Personal business leave is noncumulative.

Requests for personal business leave shall be made in writing and in advance when possible. If advance request is not possible, the written request shall be filed within one day after returning to work. The request shall include a signed statement that the leave was not used for personal entertainment, recreation, gainful employment, or to seek another position. The request shall be considered by the principal and the superintendent who shall approve or disapprove.

The types of situations that may qualify for personal business leave are varied. The following examples serve only as guidelines:

1. Family illness other than immediate family (Note: immediate family is covered under sick leave)
2. Emergency business transactions
 - A. Loan closings
 - B. Other banking matters
 - C. IRS reviews
3. Legal Matters
 - A. Meetings with an attorney for personal, spouse, or children's business
 - B. Court appearances
 - C. Settling of estates
4. Miscellaneous
 - A. Attend business convention with spouse
 - B. Military obligations
 - C. Attendance at a school activity if son or daughter is participating
 - D. Attending funerals

The following are types of absences that will NOT be approved for personal business leave:

1. Pleasure trips or vacations
2. Seeking other employment
3. Participating in political or social activities
4. Performing any service for compensation

Special permission from building principal, or their designee, will be required for personal business leave under the following circumstances:

- On the first or last day of approved school calendar of school year.
- Before or after a school holiday or vacation.
- On an in-service day, parent-teacher conference day, or professional/staff development day.

If a teacher is absent from his or her duties due to personal business leave, the teacher shall receive his or her full contract salary less the amount:

1. actually paid a certified substitute teacher for his or her position if a certified substitute teacher is hired; or

PERSONAL BUSINESS LEAVE, REGULATIONS (Cont.)

2. normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.

The Board feels that it is important that the regular teacher be in the classroom rather than a substitute teacher. For this reason, the Board will pay \$210.00 (\$70.00 for each day of the three personal business leave days) as incentive for the teacher to remain in the classroom rather than taking personal business leave. This \$210.00 will be paid by separate check in September. However, the cost of hiring a certified substitute teacher will be deducted from the following month's check as provided for above when a teacher is absent due to personal business leave.

REFERENCE: 70 O.S. §6-104
Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

NOTE: Referenced statute requires each school district to provide a minimum of three days for personal leave to certified and support personnel. However, "a local board of education is authorized to adopt reasonable rules, regulations and policies defining activity which shall be deemed to constitute or qualify as 'personal business' leave. In adopting such a definition, the ordinary and every day commonly understood meaning of the phrase 'personal business' should be followed." Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)