

policy

**BOARD OF EDUCATION
LICKING HEIGHTS LOCAL SCHOOL DISTRICT**

FINANCES
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PAYMENT OF ~~ACCRUED~~, UNUSED PERSONAL LEAVE

The Board of Education provides paid personal leave to ~~certain of~~ its Administrators, Supervisors, and Exempted staff who are employed under eleven (11) and twelve (12) month contracts. The Board recognizes, however, that these positions, by their nature, are not amendable to substitution during periods of administrator, Supervisor, or exempted staff absence.

As such, the Board authorizes those Administrators, Supervisors, and Exempted staff who have ~~accrued~~, unused personal leave -to receive payment annually for such days, in lieu of utilizing them, consistent with -a plan adopted by the Board.

Administrators, Supervisors, and Exempted staff shall be entitled to three (3) personal leave days per contract year. Unused personal days shall be converted to sick leave and added to sick leave accumulation or be paid out as “per diem” for all unused personal days. Administrators, Supervisors, and Exempted staff will complete a form of preference by the last day of school. Payment will be made by the first ~~day pay~~ of July. Failure to complete form will result in automatic conversion to sick leave.

Payment for ~~accrued~~, unused personal leave shall be based upon the administrator's, supervisor's, or exempted staff's per diem rate of pay for the contract year at issue.

R.C. 124.38~~64(C)~~, ~~124.39(C)~~, ~~3313.24~~, ~~3319.01~~, ~~3319.02~~, ~~3319.03~~, ~~3319.05~~
~~O.A.G. Opinion No. 2011-025~~[3319.142](#)

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Adopted (7/11/17)