

## **Important Leave Day Information for End-of-Year**

- DP335 and DP335B Personal Leave – Licensed and Classified

Personal leave **shall not** be taken during the first five days and **last five days that students are in school except** under the following conditions:

1. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
2. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.

Teacher Check Out Day:

Teachers may not take personal leave days during the four (4) days of contract time not involving students but may, through correlation with the principal, arrange to exchange one of these days for another non-contract day.

- DP370 – Alternative Leave Day - Licensed

Alternative leave **may not** be used during parent/teacher conferences, on a contract day prior to the first day of school, or during the first five or **last five days of the school year.**