

**NEW SALEM/WENDELL SCHOOL COMMITTEE  
PERSONAL LEAVE POLICY**

The Principal may grant up to three (3) days of paid leave per academic year for personal, legal, or other business that has to be conducted during the school day.

The leave must be applied for in writing to the Principal at least seven (7) calendar days in advance of the absence, except in the case of an emergency.

Personal leave days are not to be used to extend a three day weekend or any vacation period. The Principal can require a written explanation for any such use.

Unused personal leave days shall accumulate to a maximum of five (5) days.

An employee with twenty (20) or more consecutive years of service will receive payment for up to five (5) accumulated days upon separation from employment for the purpose of retirement at the rate of \$100.00 per day.

Reviewed and approved by New Salem/Wendell Policy Committee: 03/03/16

First Reading: 04/07/16

Second Reading, First Vote: 05/05/16

Final Vote: 06/02/16