

**2023-2024**

**Use of Personal Leave Memo Regarding Docked Days for Use of  
Discretionary Personal Leave**

Board Policy DEC (Local) prohibits the use of discretionary personal leave to extend school holidays.

Below is a list of holidays on the teacher-student calendar. Anyone taking discretionary personal leave adjacent to a holiday will be docked pay for that day and all discretionary personal days taken consecutively before or after. Principals/supervisors do not have the authority to grant the use of discretionary days in violation of Board policy.

Employees with questions regarding holidays based on their contracted duty days should refer to their duty day schedule or contact the campus/department secretary.

**Discretionary personal leave may not be used adjacent to the following days:**

- September 4
- October 9
- November 20-24
- December 20-January 2
- January 15
- February 19 (leave may be taken on the February 16 Teacher Workday, but not on February 20)
- March 11-15
- March 29 (leave may be taken on the April 1 Teacher Workday, but not on March 28)
- May 27 (leave may be taken on the May 24 Teacher Workday, but not on May 28)

**Use of Discretionary Personal Leave on the First and Last Days of Instruction**

Reminder: Board Policy DEC (Local) states that discretionary leave shall not be allowed on the first day or the last day of school.

First Day of Instruction  
Last Day of Instruction

August 16, 2023  
May 23, 2024\*

Employees who use discretionary personal leave days on the first or last day of instruction will be docked pay.

\*In the event the school calendar is extended due to a closure, the Last Day of Instruction will be adjusted accordingly.