

**THE SAN FRANCISCO SCHOOL
PERSONAL LEAVE POLICY**

Staff of The San Francisco School are entitled to one year personal leaves without pay after five years of continuous service and subject to the guidelines herein set forth.

- A)** Request for leaves shall be made in writing by the March 1 preceding the academic year for which the leave is requested.
- B)** No more than two staff in the School, nor one staff member in a classroom group, may be granted a personal leave simultaneously.
- C)** If more than two staff in the School or one staff member in a classroom group request a leave for a given year, the number of years of continuous service at the San Francisco School shall be the primary determining factor in granting the leave(s).
- D)** It shall be considered the responsibility of the staff member granted a leave to adequately train his/her replacement, including up to a week in the summer. It is also the staff members responsibility to thoroughly debrief with his/her replacement at the conclusion of the leave.
- E)** Any staff member on leave shall inform the School in writing, not later than March 1 of the year on leave, of her/his intentions for the following year.
- F)** No benefits are paid for by the School during a personal leave. If an employee takes a leave of one-half year or more, he/she foregoes any salary increment based on experience. If the leave is less than one-half year, then a full year of experience for salary purposes is earned.