

Agenda Item Title: Board Policy 5.303, *Personal and Professional Leave*, on first reading

Board Meeting Date: June 9, 2026

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
- Action Item
- Reports and Information

Requires City Council Approval: Yes No

Summary

Revisions to Board Policy 5.303, *Personal and Professional Leave*, are made to align with Public Chapter 1022. These legislative changes affect the administration of sick leave and personal/professional leave for certified employees. Effective July 1, 2026, certified employees will receive four (4) personal leave days per year, which will be offset from sick leave adjustments reflected in changes to parallel changes to Board Policy 5.302. After significant review and discussion, staff also recommend increasing classified employees to four (4) personal leave days per year. Although the statutory changes apply directly to certified employees, staff believe providing the same number of personal leave days to classified employees promotes equity and consistency across employee groups. The proposed revisions also clarify that unused personal/professional leave does not roll over as personal leave. Instead, unused personal/professional leave will be credited to sick leave at the end of the year, consistent with State law.

Staff Recommendation

Approve changes to Board Policy 5.302, *Personal and Professional Leave*, on first reading

Fiscal Impact

The proposed revisions may result in fiscal impact related to increased leave usage and substitute coverage. The additional certified personal/professional leave days are offset from sick leave pursuant to state law. The recommendation to provide classified employees with four (4) personal leave days per year may result in additional operational or staffing costs depending on leave usage and coverage needs. Any fiscal impact will be addressed through existing personnel, substitute, and departmental budgets.

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success.