

## **Paid Annual Leave (PAL)**

Paid Annual Leave (PAL) provides all full staff members with paid time away from work that can be used for vacation, personal time, personal illness, or time off to care for dependents. PAL must be scheduled three weeks in advance and have supervisory approval, except in the case of illness or emergency. The PAL policy takes the place of sick, absence, personal time, and vacation. All time away from work will be deducted from the employee's PAL bank or, where clearly inappropriate, may result in discipline, in hourly increments with the exception of time off in accordance with LCS policy for jury duty, military duty, FMLA leave, or other forms of leave permitted by law. Each full-time teacher is allowed five days of PAL. Each classroom coordinator is allowed three days of PAL.

LCS Policy Adopted August 9, 2012