

PERSONAL LEAVE

The leave policy for Orangeburg County Consolidated School District Three currently allows employees to use a maximum of three (3) sick leave days per year for personal/emergency leave.

Approved personal leave used beyond the allotted three (3) days will result in a loss of pay based on an employee's daily rate.

Personal leave will not be granted during the first five days and the last five days of student attendance of the school year, on Professional Learning days, during state testing, or on the day before or immediately after the holiday without prior written approval from the Superintendent. Requests to the Superintendent for personal leave on any of the above named days shall be made in writing two weeks in advance of the requested leave. A copy of the Superintendent's response shall be forwarded to the principal of the employee requesting the leave.