

There have been several questions about the use of **Personal days** and when a "written request for a waiver" is needed. Highlighted below are the personal day guidelines for you that have been in effect since November of 2011 for teachers and 2013 for support staff. Most recently, the intent was confirmed and clarified by the Personnel Committee at their August 25th meeting.

A slight modification to **Funeral/Bereavement Leave** at the Personnel Committee, took place. That being: Up to three days leave may be granted for a funeral. The first day is supplemental and will not be subtracted from accumulated leave days.

Also, there have been inquiries about the use of **Unpaid days** in conjunction with leave days.

Lastly, upon the final approval of the updated Employee Handbooks, the following will also be included. While the information is a review for most, it may be clarification for others. As always, please do not hesitate to call if you should have individual questions.

Personal Days: Administration may deny request for **personal days** only when the number of pre-approved personal leave requests reach 5% of the total number of instructional staff in that particular building, or three (3) teachers or instructional support staff, whichever is greater, for any given day.

Without a written request of the employee stating the reason and written approval from the director of Human Resources:

- No more than two **personal days** may be used concurrently
- **Personal days** will not be permitted for days immediately before or after dates to extend breaks, e.g., Thanksgiving, Winter Break, Spring Break or Inservice Days
- No **personal days** will be permitted before September 15th, or after May 15th.

Funeral/Bereavement Leave: Teachers, limited term contract teachers, and support staff over 15 hours per will receive up to 3 days leave for funerals upon approval by the district office, with the first day as supplemental and not subtracted from leave. These staff member groups may use sick or personal time for the remainder of time needed for funerals.

Unpaid Days: Unpaid Days are strongly discouraged. In unique circumstances, an employee may need to utilize unpaid days. However, prior to being allowed any unpaid days, all current personal, sick or otherwise earned days should be used.