

Are there rules on when I can use a personal day?

Professional Employees	Maintenance Staff	Educational Support Personnel	Custodians and Cafeteria Staff	Transportation Staff
<ul style="list-style-type: none"> • Limited to 10% of staff on any one day • Unless the Superintendent grants an exception, personal days shall not be taken: <ul style="list-style-type: none"> • During the first 5 and/or last days of the student school year • At any time that would extend a school vacation period as scheduled in the school calendar 	<ul style="list-style-type: none"> • Limited to 10% of staff on any one day • Personal leave shall not be granted the day before or the day after a holiday 	<ul style="list-style-type: none"> • <i>Shall not be granted during the first 5 and/or last 5 days of the student school year</i> • <i>Shall not be granted on the day before or the day after a vacation or holiday</i> • <i>Shall not be used for gainful employment</i> • Level A Educational Support Personnel (paraprofessionals) <i>may not use more than 4 days during any contract year for the purpose of conducting personal business</i> 	<ul style="list-style-type: none"> • Limited to 10% of staff on any one day • Unless written request is given to the supervisor at least 20 calendar days in advance, and the supervisor obtains coverage, personal days shall not be taken: <ul style="list-style-type: none"> • On the day before or after a holiday 	<ul style="list-style-type: none"> • Limited to 5% of staff on any one day

Please remember to complete a Personal Leave Day Application form, provide a reason for the exception (when applicable; RTEA only), sign the form and give it to your supervisor as far in advance as possible. If you report absences in SAMS (Aesop), please do not wait for the approved copy of the form to enter your absence.