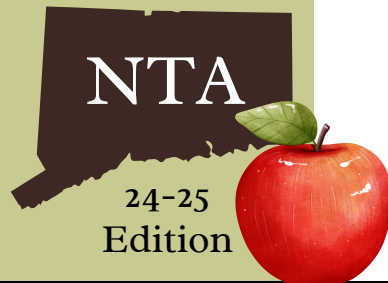


Contract Edition

“Did You Know?”



Issue 02

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Understanding Your Time: A Guide to Temporary Leave Days

Welcome to our second issue! As we settle into the year, it's important to understand the benefits in our contract. This month, we're focusing on Temporary Leave Days—how and when to use them. Whether for personal appointments or unexpected events, we'll guide you through the process to ensure you make the most of your options.

Temporary Leave Days (Contract Language)

8-7.1 Each member of the unit shall be entitled to five (5) [most districts have 3] leave of absence days with pay each year for legal, business, principal Jewish holy days or similar days for religious, household or family matters which, after a good faith effort, cannot be scheduled or accommodated outside of the school day.

Application for such leave shall be in writing (absence management system) and the reason for leave checked. The application shall be made as far in advance as practicable and ordinarily at least forty-eight (48) hours in advance. In the event of extreme emergencies, additional days of temporary leave may be granted by the Superintendent. The decision to grant or refuse such leaves shall not be grievable. Teachers requesting leave under this emergency provision shall clearly state the reasons for prior utilization of temporary leave time.

8-7.2 The Association and the Board jointly accept the responsibility to encourage staff members to use temporary leaves of absence with discretion. The Association shall receive annually a list of all staff members who have used temporary leave of absence days and the number of such days used. Such temporary leaves of absence shall not be utilized for vacation, recreational, or other purposes not consistent with the permitted uses of legal, business, principal Jewish holy days, or similar days for other religious, household or family matters.

The individual's responsibility to the students and to the instructional program must be considered when scheduling legal, business, household, and family matters during school hours.

8-7.3 Temporary leaves of absence shall not be taken the day before or the day after school holidays or school vacation periods unless the Superintendent has specifically approved the reason for taking such leave. Such approval shall be in writing.

DAY OFF

What does this mean?

Temporary Leave Days are intended for appointments or obligations that cannot be scheduled outside of the school day.

For example:

- Your hot water heater breaks, and the only time the plumber can come is Tuesday morning at 10:00.
- You're closing on the purchase of a new home, and the closing is scheduled during work hours.

When scheduling a Temporary Leave Day in Frontline, submit your request at least **48 hours** in advance whenever possible. Be sure to select the appropriate category from the drop-down menu (e.g., Temporary - Household, Business, etc.).

Important: There is no need to supply additional details about why you are taking a Temporary Leave Day. If a question is raised due to sub shortages or other reasons, remind the person asking that your Frontline selection (e.g., "Household matters") is sufficient.

Holiday/Vacation Periods: If you need to take a Temporary Leave Day on the day before or the day after a holiday or vacation period, you must submit a letter to the Superintendent for approval, as stated above. We recommend meeting with your building representative beforehand to review the letter and ensure all required details are included.

For all other days, follow the standard Temporary Leave protocol by submitting your request to your building administrator through the absence management system.

Each employee's need for Temporary Leave Days is different, especially when requesting consecutive days.

Before scheduling a Temporary Leave Day, we recommend meeting with your building representative to discuss your specific situation and how best to proceed.

If you have any questions about your Temporary Leave, contact your building representative before submitting it in Frontline.

