

Teacher - Personal Leave Days

Handbook Language:

Teachers are eligible for two (2) personal days per year [to come from available sick days] with an accumulation of up to three (3) personal days. If a teacher has accumulated twenty (20) sick days at the start of the school year, that teacher may “purchase” two (2) additional personal leave days per year by trading three (3) sick days for one (1) personal day. A teacher may take a maximum of five (5) personal leave days per year. For extended absences in which two (2) or more personal days will be used consecutively, the building administrator shall be notified five (5) days in advance, shorter notice may be considered. All personal leave days taken by a teacher shall be charged against and deducted from his/her accumulated sick days. Personal leave will not be granted during the week prior to the start of school, the first week of school, during the last two weeks of the school year, during an in-service day or on a parent-teacher conference day. Early dismissal Fridays are a key element of our staff development, but will not preclude the use of Personal Leave. The District Administrator may waive these limitations. The District has the right to limit the number of employees taking personal leave on any given workday.

Additional Personal Leave Process / Steps:

(Note: All Personal Days come from your available sick days. To add additional personal leave days, you will use 3 sick days for each additional personal leave day.)

1. Please check that you qualify by having a balance of 20 sick days at the start of the school year and that you are taking this leave at the eligible time of the year as indicated in the employee handbook.
2. Please request your regular Personal Leave Days first, the available two personal days or three personal days (if one day rolled forward) to zero out the current year’s allotment.
3. For additional Personal days (up to 2), go into Skyward to enter your request as follows.

Time off code:	Sick Leave
Reason Code:	Personal Leave
Description:	Trading 3 sick days for 1 personal day
Start Date:	Day you are requesting off
Days:	Enter the number 3 for amount of sick days needed to purchase the 1 personal day

4. Your request will go through the normal approval process. If you have questions about entering this time off request please contact Mechelle Thompson at mthompson@rsd.k12.wi.us or 608-524-2016 ext 2002

Example of how the request for additional Person Days will look in Skyward Time Off

Group Code: 2

Time Off: SIC SICK LEAVE

Code Type: Days Hours per day:

Date: 09/21/2016

Trans. Type: 0 - Used

Amount: 3.0000 Days

Reason: PER PERSONAL LEAVE

Description: Trading 3 sick days for 1 personal day