

HOLIDAY, VACATION, SICK, AND PERSONAL TIME FOR ALL TEACHERS AND OTHER FULL-TIME SCHOOL-YEAR STAFF

HOLIDAYS AND VACATION DAYS

As a school employee employed on a full-time school-year basis, you are not expected to work during school holidays and vacations. You are expected to be present for every day during the school year when school is in session, except for sick leave or personal leave days as described below.

The school calendar will be distributed each August prior to the school year. Please note that the school calendar is subject to change based on weather or other emergencies.

ABSENCES AND LATENESS

Due to the nature of running a school and the need to ensure the safety of its students, regular and punctual attendance is expected of all HJDC employees. This includes all staff meetings and supervisory sessions.

To encourage employees to keep attendance at work at a maximum and absences at a minimum, and to permit bona fide absences without unduly jeopardizing an employee's income or job status, HJDC has developed an absence policy for all employees.

HJDC's absence policy recognizes that employees may occasionally need to take unplanned absences for various personal reasons. Accordingly, the policy allows leadership flexibility in managing absenteeism consistent with HJDC's commitment to the needs of its students and their families.

Personal issues requiring planned time away from work, such as doctors' appointments, should be scheduled during non-working hours if possible. If it is necessary that an appointment be made during the workday, the employee should make an effort to schedule such appointment at either the beginning of the workday or the end of the workday, allowing the employee to work the remaining portion of the day.

Sick Days

A sick day is defined as an unplanned or unforeseen absence due to either the employee's illness or an illness of a member of the employee's immediate family. In the latter case, the employee is needed to care for the immediate family member at home or must take the family member to a physician or other medical facility.

All regular ongoing school-year employees shall be granted ten (10) days of sick leave annually with full pay. The accumulation of unused sick leave shall be limited to a maximum accumulation of twenty (20) days.

New full-time school-year staff members are eligible for a prorated sick day allowance if hired during the school year as follows:

<u>Date of Employment</u>	<u>Sick Day Allowance</u>
August 15 through September 30	ten (10) days
October 1 through December 31	nine (9) days
January 1 through March 31	six (6) days
April 1 through June 30	three (3) days

Carryover of Sick Time

Employees are permitted to carry over no more than ten (10) unused sick days from one fiscal year into the next fiscal year. No more than twenty (20) are permitted to be accumulated at any time during your employment.

Pay in Lieu of Time Off

Pay for sick days will not be granted in lieu of taking the actual time off; there is no compensation for unused sick days at termination.

Any employee who is absent for more than three (3) consecutive school days must supply a doctor's certificate attesting to the cause of absence. **An employee who is absent immediately before or after vacations or single holidays may be required to supply a doctor's note.**

Personal Days

Personal days are defined as either planned or unplanned absences due to personal issues, other than illness, which cannot be scheduled outside of your work hours. They are not to be used as extra vacation days, and it is expected that most employees will not need to use all their personal days.

These may include but are not limited to the following:

- household emergency
- inclement weather
- transportation problems
- funeral of other than immediate family members covered by bereavement policy

New Full-Time Employees

New full-time employees are eligible for a prorated personal day allowance during the school year of hire as follows:

<u>Date of Employment</u>	<u>Personal Day Allowance</u>
August 15 through October 31	three (3) days
November 1 through February 28	two (2) days
March 1 through June 30	one (1) day

Regular Continuing Employees

Ongoing full-time school-year employees are eligible for three (3) personal days' allowance each year.

Requests for Personal Days Off

Employees are to submit requests for personal days in writing (via email or the ADP portal depending on supervisor preference) to their supervisor as soon as s/he knows his/her plans but no less than two weeks prior to the requested time off. Half days are permitted. Changes to employees' personal time off plans should be submitted to the supervisor with as much notice as possible.

It is preferred that personal days off be planned in advance with approval by supervisors, though it is understood that personal days off may be unforeseen and therefore taken without previous notice.

Personal time may not be used on the day immediately prior to or following a school holiday or vacation. Any staff member who is absent immediately prior to or following a school holiday or vacation day will not be paid for that day unless approval is given by the School Director. In addition, you may be subject to disciplinary action up to and including the termination of your employment.

Carryover of Personal Days

Employees are not permitted to carry personal days into the next fiscal year.

Pay in Lieu of Time Off

Pay for personal days will not be granted in lieu of taking the actual time off; there is no compensation for unused personal days at termination.