



Marshfield Public Schools

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PERSONAL DAYS and TEMPORARY LEAVES OF ABSENCE

Our work is distinctly different from people who work in "business." We are not easily replaced, and our knowledge of our students and the curriculum is not transferrable. Also, we cannot usually "put-off" things for a day or two. In addition, we have a very different work year that gives us more flexibility in scheduling events.

All that being said, our contract acknowledges that there are times when we need to attend to personal business and makes provision for that, **with the understanding that personal days will only be taken when it is a serious matter that cannot be postponed and Temporary Leaves of Absences used only when appropriate.**

The caveat regarding the day before and after holidays/vacations is a practical one. Those days are usually the most hectic which makes it burdensome on those teachers who are in school when staff is absent. That is why there are strict guidelines regarding absences on those days.

Attached is a unit Reference Guide to help clarify the contract language regarding *sick days, personal days and temporary leaves of absence.*

AESOP should be used for all notifications of absences from school whether for personal or family illness, temporary leaves of absence, as well as requests for personal days, with or without reason. Medical appointments are considered *sick* days NOT *personal* days and should be recorded as such.

PROCEDURE TO REQUEST A TEMPORARY LEAVE OF ABSENCE OR A PERSONAL DAY

- Submit the request via Aesop **at least 5 days in advance**, if possible
- Provide an explanation for the request (exception: request for a Personal Day without Reason)
- In some instances, submittal of proof of requirement to attend or need for the day(s) (e.g. Conference Form or verification)
- You will receive an email for the day(s) requested – approved, not approved, or more information needed. **DO NOT ASSUME YOU HAVE APPROVAL UNTIL YOU RECEIVE AN EMAIL THAT EXPLICITLY STATES YOUR REQUEST HAS BEEN APPROVED.**
- If the request is not granted, you **may appeal** to the Superintendent or his/her designee to reconsider the decision (frequently it's that you have not included enough information or the correct paperwork). Submit any additional relevant or requested paper work with the appeal.

TEMPORARY LEAVE OF ABSENCE¹

Specific Events entitle you to a Temporary Leave of Absence. These are listed and described in your unit's contract along with the number of days you may use (if applicable). You should include in your request an explanation verifying the need for the temporary leave of absence and any appropriate documentation (e.g. Request for Temporary Leave of Absence-Death of a Family Member. You would include a brief note explaining who has died and the deceased's relationship to you). **While you are "entitled" to these days, the Superintendent is responsible to ensure that these day(s) meet the standards set forth in the contract and can request additional information or documentation before confirming you have a Temporary Leave of Absence.**

PERSONAL DAYS—WITH OR WITHOUT REASON:

Personal days are for **COMPELLING PERSONAL BUSINESS** that cannot be conducted at another time. If **NONE** of the Temporary Leaves of Absence or Illness cover your need for a day, the contract allows 1 day without reason with pay and 1 day without reason **without pay** if necessary. You may also request a personal days **with reason**.

NOTE: Only under the most extraordinary circumstances will you be granted a personal day before or after a holiday or vacation week **WITH REASON** (NEVER **Without Reason**) and USUALLY without pay.

CONFIDENTIALITY: If you are requesting a personal day WITH REASON and are concerned about confidentiality, please use a somewhat generic term (legal proceedings) and note that it is a confidential matter that you wish to share ONLY with the Superintendent (teachers) or the Business Manager (all others), if additional information is required to have the personal day granted.

SUPERINTENDENT'S DISCRETION

- **Superintendent can deny a Personal Day with Reason**, if the reason does not meet the standard of unusual, extraordinary or unavoidable.
 - **Superintendent can grant a Personal Day with Reason but WITHOUT PAY.**
 - **Superintendent can request clarification or proof for a Temporary Leave or deny a Temporary Leave of Absence**, if it does not fall into the any of the explicit areas listed in the contract (or grant you a Temporary Leave for reasons listed in contract but for relationships beyond those specified).
 - **You can appeal** to the Superintendent (or his/her designee) to reconsider the decision regarding the personal day (sometimes it just a matter of additional explanation or paperwork). The superintendent (or designee) has always responded to these appeals and has frequently adjusted the original decision when circumstances warrant it.
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