

Personal Days for Salaried School Employees Policy

ST. JOSEPH ACADEMY

Department:	School
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- I. Policy: **Personal Days for Salaried School Employees**
- II. Procedure: In order to accurately reflect daily staff attendance, we will adhere to the protocols below:
 - A. Lengths of Absence:
 - **Less than 1 hour** = not counted towards Personal Days. Staff responsible for arranging coverage with as much lead-time as possible. Include all responsibilities i.e. lunch duty, classroom teaching, dismissal. School office will provide coverage, if emergency. Must notify principal. After third instance, meeting with principal required.
 - **1 – 4 hours in a single day** = counts as half a personal day. Building Substitute will cover or teacher collaborates with School Office to find coverage with as much lead-time as possible. Include all responsibilities i.e. lunch duty, classroom teaching, dismissal). School will not outsource a substitute teacher for the 1 – 4 hours.
 - **4+ hours in a single day** = counts as full personal day. Building Substitute will cover, or school will attempt to outsource a substitute teacher for the day.
 - B. “Sick Days” and “Personal Days”:
 - *Sick Days* –
 - Notify principal and assistant principal by **6:30am** that day.
Text principal’s cell and assistant principal’s cell phones.
 - Email sub plans (or location of sub plans) to the Building Substitute, principal and assistant principal (grade level peer optional)
 - File a “request for time off” via staff time clock within one week of unplanned absence.
 - *Personal Day* – Meet with the principal and submit a “request for time off” via staff time clock at least two weeks prior to the planned absence.
 - C. Substitute Lesson Plans:
 - Teachers expected to always have substitute lesson plans ready for unexpected absences.
 - Plans must include:
 - Class schedule including non-teaching responsibilities (i.e. recess, doors)
 - Seating chart
 - Notes about specific students’ needs per class
 - Clarify exactly what needs to be collected
 - Rigorous and appropriate lesson plans for **2 days**
 - Classroom copies of any necessary materials made and clearly labeled in your room
 - Should be updated throughout year if the plan is used, or seating charts or class lists change

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D. Negative Balance of Personal Days

- If you take more than the amount of Personal Days you have accrued, you will not receive compensation for the personal days taken. If the days are not approved by the principal, disciplinary action will be taken or employment will be terminated.

Approved by:  Date 5/14/2021
President/CEO