



8030.1 Personal Days

Effective Date: 7/1/2023

Approved by: Board of Directors

Policy:

Time off requests for personal days shall be granted at a maximum of two (2) days per school year, after completion of 30 days of employment.

A. Eligibility:

- a. Regular Exempt & Non-Exempt Certificated Staff that are not eligible for vacation.
- b. Regular Part Time Non-Exempt Staff that are not eligible for vacation.
- c. Variable and temporary staff are not eligible for personal days (ex. Class./Cert. Substitutes, variable scheduled employees).
- d. Regular Exempt/Non-Exempt full-time Staff that are eligible for vacation are not eligible for personal days.

B. Usage:

- a. Personal business shall include birthdays/anniversaries; attendance at weddings, graduations, or other related celebrations; personal or legal business matters or family matters which cannot be attended to outside the scheduled work hours; or any other emergency or urgent reason, if approved by your Supervisor. Supervisors may approve time off requests at their discretion based on availability of class coverage and school events.
- b. Personal Days must be requested and used prior to May 31st for all eligible 10 month employees and by June 30th for all eligible 11 month employees.
- c. Blackout Days/Exceptions to Use:
 - i. Personal days cannot be used in lieu of sick time.
 - ii. Personal days may not be used before a holiday or for extensions of holidays without prior approval from Supervisor.
 - iii. Personal days cannot be used on the first day of school when students return from Summer, Winter or Spring Breaks (DTO) without prior approval from Supervisor.
 - iv. Personal days may not be used on Staff Development (Forum) days without prior approval from Supervisor.

C. Accumulation of time:

- a. Exempt employees:
 - i. Two (2) personal days will be issued per school year. Time will be made available on August 1st (8 hours) and January 1st (8 hours).
- b. Non-Exempt employees:
 - i. Two(2) personal days; hours based on employees' regular daily scheduled hours, will be made available August 1st and January 1st. For example, an employee that works 4 hours per day will receive 4 hours Aug 1st and 4 hours January 1st.
- c. Personal days are capped at 2 days per school year. In the event that you do not use your available personal days by the end of the school year, you may carry over the unused time to the next school year. If the total amount of unused personal days reaches the "cap" equal to one-and-one-half times (150%) the annual personal day amount, or 3 days max, your

personal day accruals will stop. When you use a personal day again and the available amount falls below the cap, your personal day accruals will resume.

D. Payment:

- a. The respective employees shall be paid at their regular rate of pay based on their regularly scheduled hours for any such time requested.
- b. Personal days may not be exchanged for cash payment in lieu of use.

E. Requesting Time:

- a. All requests for personal days shall be submitted through the Swipeclock at least 72 hours prior to the requested day. This prior notification requirement can be waived in case of emergency.
- b. Regular Full Time Exempt Certificated employees must request time in full day increments. Regular Part Time Non-Exempt Certificated & Classified employees must request time in increments of one (1) hour or more.
- c. Only in an emergency may such a request be made verbally to your Supervisor. In case of urgent or emergency situations, requests should be submitted as soon as possible by the employee or Supervisor.

F. Termination/Resignation:

- a. Upon termination/resignation, personal time remaining will be issued on the final paycheck.

Original Policy: 6/9/23