



December 1, 2014

Guidelines

Personal Necessity Days

We have agreed to a change in the PN day language but the behavior expected of us has not changed. Here's the new language:

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"A bargaining unit member may use a maximum of 10 days of accumulated sick leave in any school year covered by this agreement for personal necessity for reasons of compelling personal need. Personal Necessity leave shall not be used for vacation or to extend a holiday."

Using PN days to extend your vacation or holiday has never been permitted. These constraints have been part of our contract since 1981. Now our contract has this new language only to serve as a brief explanation of PN days. Your union supports this language because it is in the best interest of all of our members, taken as a whole, and it is in the best interest of our students, as well.

Here are some additional details not mentioned in our contract:

-  Use of PN days does not require prior approval.
-  The reason you are using a PN day has always been private. You are not required to reveal the reason for your absence.
-  A compelling personal need to be absent may occur the day before or the day after a vacation or holiday in which case a PN day may be used.
-  Improper use of a PN day is subject to disciplinary action. This could include docking your pay resulting in a loss of retirement service credit.
-  Used Personal Necessity days come out of your accumulated sick days. They are not in addition to your sick days.
-  Unused PN days do not accumulate or roll-over to the next year but the unused sick leave does accumulate.
-  Any claimed PN days in excess of 10 in any given year will be treated as an unexcused absence, regardless of how much accumulated sick leave you have remaining, and your pay may be docked and your retirement service credit reduced.

 Your right to a PN day requires you to have available sick leave. Any claimed PN days in excess of your available sick days will be treated as an unexcused absence and your pay may be docked and your retirement service credit reduced.

None of these details represent a change in policy.