



**OFFICE OF HUMAN RESOURCES**

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DIRECTOR OF HUMAN RESOURCES

September 28, 2011

Memo To: All WCT Unit Members  
From: Joanne Sereda, Director of Human Resources  
Re: **Personal Days & No-Pay Days**  
Copies To: Administrators  
Pasquale DelliCarpini, WCT President  
Shelby Outwater, Personnel Associate

This memo is being reissued to again review the contractual provisions and Board of Education policies that govern the use of personal days and no-pay days by WCT unit members. To avoid problems, WCT unit members are expected to know and comply with the following and to schedule personal business accordingly. This memo will remain permanently posted on both the District and WCT websites.

**Personal Days**

**The following requirements apply to the use of “non-emergency” personal days:**

- Personal business that can only be accomplished by the employee during the work day.
- Not for vacation purposes.
- Not for the purpose of outside employment.
- Two days advance notice to the sub service is required.
- Principal approval is not required.

**The following “emergency” requirements apply when two days advance notice to the sub service is not provided:**

- For emergency personal business that can only be accomplished by the employee during the work day when the circumstances are such that it was not possible for the employee to provide the required two days notice.
- Not for vacation purposes.
- Not for the purpose of outside employment.
- Principal approval is required, even if after-the-fact.

**The following “emergency” requirements apply to personal days before/after a school holiday or recess period:**

- For emergency personal business that can only be accomplished by the employee during the work day when the circumstances are such that the personal business could not be alternatively scheduled.
- Not for vacation purposes.
- Not for the purpose of outside employment.
- Principal approval is required as far in advance as possible and, in order to insure consistent application by District principals of emergency guidelines for personal days before/after a holiday, approval by the Director of Human Resources as the Superintendent’s designee is required.

The “emergency” requirements for personal days before/after a holiday or recess period apply to the following dates in 2011-12:

Thursday	09/01/11	Monday	11/14/11	Tuesday	02/21/12
Friday	09/02/11	Tuesday	11/22/11	Friday	03/30/12
Tuesday	09/06/11	Monday	11/28/11	Monday	04/09/12
Wednesday	09/28/11	Wednesday	12/21/11	Thursday	05/24/12
Friday	09/30/11	Tuesday	01/03/12	Tuesday	05/29/12
Friday	10/07/11	Friday	01/13/12	Friday	06/22/12
Tuesday	10/11/11	Tuesday	01/17/12		
Thursday	11/10/11	Friday	02/17/12		

In addition, unit members are reminded to not make non-emergency personal plans for:

- Any of the potential make-up days in the school calendar. The potential make-up days in order of make-up are Friday 05/25/12, Monday 04/02/12, Tuesday 04/03/12, Wednesday 04/04/12 and Thursday 04/05/12.
- Any work day before/after any of the potential return days in the school calendar. The potential return days in order of return are Monday 04/09/12, Tuesday 04/10/12, Wednesday 04/11/12, and Thursday 04/12/12.

### **No-Pay Days**

Board of Education policies govern the use of no-pay days by all WCSD employees. As per the Board’s Staff Attendance and Leave of Absence policies, no-pay days are not routinely granted, may be available for emergency circumstances only, and require approval by the immediate supervisor, the Director of Human Resources, who serves as the Superintendent’s designee, and the Board of Education. As per the Board’s policy, requests for no-pay days will not be routinely granted due to the need of the District to depend on our employees to be at work.

As per Board policy, the following may constitute “emergency circumstances” for no-pay requests by WCT unit members:

- When an employee is unable to work because of sickness or disability and sick leave and personal leave have been exhausted; or
- When an employee is unable to work due to a personal emergency and personal leave has been exhausted; or
- When an employee demonstrates some other extraordinary circumstances wherein the leave will be of benefit to the District; or
- When an employee demonstrates applicability of the Family and Medical Leave Act of 1993.

### **Procedures**

Requests for an emergency personal day on a day before/after a holiday, as well as any no-pays day requests, should be submitted in writing to your Principal as far in advance as possible. Submit your request to your Principal before calling the sub service.

When requesting approval of an any emergency personal day or no-pay day, an employee should be prepared to provide supporting reasons -- and, when requested, documentation of the circumstances -- to his/her Principal, the Director of Human Resources, and the Board of Education. All information provided will be treated as confidential.

Questions may be directed to me by phone or by e-mail.