

**PERSONAL DAY GUIDELINES FOR WCT AND WTAA UNIT MEMBERS**

**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 Assistant Superintendent of Human Resources and Labor Relations as the Superintendent’s designee is required.

If you find that you need an emergency personal day and did not provide two days advance notice to the sub service, please contact the Principal’s secretary and advise her of the situation. Be prepared to submit documentation of your need for the emergency personal day, if requested. The Principal will notify Human Resources of the circumstances and whether he/she recommends approval.

If you find you need an “emergency” personal day for the day before/after a school holiday or recess period, fill out the bottom of this form and submit this form to the Principal’s secretary as far in advance as possible. Use of the form is mandatory. You are required to submit the completed form to your principal before calling the sub service. Be prepared to submit documentation of your need for the personal day, if requested. The Principal will notify Human Resources whether he/she recommends approval. Your request for an emergency personal day should not be considered approved until your Principal confirms he/she has recommended approval and the Assistant Superintendent of Human Resources and Labor Relations has concurred with the Principal’s recommendation.

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**REQUEST FOR EMERGENCY PERSONAL DAY BEFORE/AFTER HOLIDAY/RECESS PERIOD**

Name \_\_\_\_\_

Date(s) of Emergency Personal Day(s) \_\_\_\_\_

Reason for Emergency Personal Day(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

To Asst Supt of HR: Principal \_\_\_ recommends / \_\_\_ does not recommend approval.

Principal’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: Information provided to the Principal regarding the reason for an emergency personal day will be treated as confidential.  
9/03/15