

5 Personal Days Policy

Eligibility:

All 10-month staff are granted 5 personal days at the beginning of each school year. These days do not need to be earned and are available from the first day of the school year.

Blackout Days: Personal days cannot be used on the following blackout days:

- Professional Development (PD) days (unless otherwise specified by Admin).
- Parent Teacher Conference days.
- The Monday, Tuesday, and Wednesday of the week before any break that is a week or longer.
- Testing Days

Approval Process:

- Personal days must be approved by the staff member's supervisor.
- Requests for personal days must be submitted at least one week in advance.

Usage:

- Personal days must be used in full-day increments.
- These are the only personal days provided each year.

Tracking:

Personal days will be tracked by administrative assistants.

For information regarding Flex Days, please refer to the Flex Day Policy.
