

**Discuss and Consider Approval of an additional leave program for qualified staff  
March 25, 2024**

1. Background: The board and UCISD Administration have been looking for options to allow for more days for Robb staff. This is the solution administration would like to propose.
2. Process: On February 27, 2024 a Mental Health Committee was formed to look into the matter. The committee was composed of representatives from each campus and Randy Harris from central office. The committee established guidelines they believed would be fair to meet the needs of UCISD employees impacted by the tragedy.
3. Fiscal Impact: No increase in fiscal impact. Last year there was a surplus of mental health days since not all employees used them. As of March 18, 2024 there are 460 unused mental health days.
4. Recommendation: To help employees who were at Robb during the tragedy or had family at Robb the district will set aside a limited number of mental health days (75) that can be used during the 2023-24 school year.

Qualified employees would apply for a mental health day must meet the following requirements:

- Have exhausted the two mental health days the district provided for the 2023-24 school year.
- Provide documentation of a scheduled appointment with a counselor or medical provider
- Was employed at Robb for the 2021-22 school year or an immediate family member, as defined by FMLA, impacted by the tragedy.
- Complete a request form for an additional mental health day
- If a staff member has a mental health emergency before they can complete a request form, the committee will look at the extenuating circumstances and take it into consideration coding the absence as a mental health day.

After the request is complete it will go to the Mental Health Day committee for approval. The Mental Health committee is made up of UCISD employees from each campus in the district.

The committee will inform if the mental health day is approved or denied.

5. Action Required:

Board action required.

6. Contact Person:

Randall Harris