

Revised 8/13/19

Notice to All Mansfield ISD Employees
Docked Personal Business (*Discretionary*) Days
Use of personal days (*Discretionary*) before or after breaks, holidays, and
Staff Development Credit Equivalency (SDCE)

Listed below are the dates that discretionary personal days cannot be used without being docked. If you choose to use a personal day, **then any and all days that are taken consecutively preceding or following the date(s) listed below will be docked at your daily rate of pay. Principals/supervisors cannot grant the use of discretionary days on any of the dates listed below.**

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|---|-------------------|
| Day before Labor Day Break - Employees 187 days and fewer | August 29, 2019 |
| Day before Labor Day Break - All other employees | August 30, 2019 |
| Day after Labor Day Break | September 3, 2019 |
| Day before Veterans Day | November 8, 2019 |
| Day after Veterans Day | November 12, 2019 |
| Day before Thanksgiving Break | November 22, 2019 |
| Day after Thanksgiving Break | December 2, 2019 |
| Day before Winter Holiday | December 18, 2019 |
| Day after Winter Holiday | January 6, 2020 |
| Day before Dr. Martin Luther King, Jr. Holiday | January 17, 2020 |
| Day after Dr. Martin Luther King, Jr. Holiday | January 21, 2020 |
| Day before President's Day | February 13, 2020 |
| Day after President's Day | February 18, 2020 |
| Day before Spring Break | March 6, 2020 |
| Day after Spring Break | March 16, 2020 |
| Day before Spring Holiday | April 9, 2020 |
| Day after Spring Holiday | April 13, 2020 |
| Day before Memorial Day | May 22, 2020 |
| Day after Memorial Day | May 26, 2020 |

Approved Discretionary Exceptions to a Docked Day

The steps for approval of a personal day are outlined in DEC (Local) under "Use of Discretionary Leave". **Requests for exceptions to a docked day shall be approved or denied by the Superintendent's designee, Venetia Sneed, Director of HR Development.** All requests must be submitted online via Eduphoria.

A maximum of ***ONE discretionary day*** may be approved for the following events:

1. A high school, military or post-secondary **graduation of an immediate family member.**
2. **College student orientation/student move-in** of an employee's child.
3. Employee attendance at the **wedding of an immediate family member.**
4. Attendance at a **district-sponsored, state or national performance, competition or championship game, weekend or equivalent** by a **parent/guardian/grandparent.**
5. Attendance at the **deployment or return to American soil/home military base** of an employee's **immediate family member.**

The definition of an immediate family member can be found at:

[https://pol.tasb.org/Policy/Download/1104?filename=DEC\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1104?filename=DEC(LOCAL).pdf)

DEC (Local) states that discretionary leave ***shall not be allowed*** on the first day or the last day of school.

Discretionary personal days shall not be taken on the following dates.

First Day of School

August 14, 2019

Last Day of School

May 28, 2020*

***In the event that the school calendar is extended due to closure, the Last Day of School will be adjusted accordingly.**

Exception to Docked Pay Request Form link is: <https://mansfield.schoolobjects.com/forms/>

Log in to Eduphoria; Formspace; Submit New Form; Human Resources: Select appropriate form.