

Revised 7/14/20

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.**

Day before Labor Day Break	September 4, 2020
Day after Labor Day Break	September 8, 2020
Day before Districtwide Holiday - 186 & 187 day employees	October 8, 2020
Day after Districtwide Holiday - 186 & 187 day employees	October 12, 2020
Day before Districtwide Holiday - 186 & 187 day employees	October 30, 2020
Day after Districtwide Holiday - 186 & 187 day employees	November 3, 2020
Day before Thanksgiving Break	November 20, 2020
Day after Thanksgiving Break	November 30, 2020
Day before Winter Holiday	December 17, 2020
Day after Winter Holiday	January 4, 2021
Day before Dr. Martin Luther King, Jr. Holiday	January 15, 2021
Day after Dr. Martin Luther King, Jr. Holiday	January 19, 2021
Day before President's Day - 186 & 187 day employees	February 11, 2021
Day before President's Day - all other employees	February 12, 2021
Day after President's Day	February 16, 2021
Day before Spring Break	March 12, 2021
Day after Spring Break	March 22, 2021
Day before Spring Holiday	April 1, 2021
Day after Spring Holiday	April 6, 2021
Day before Memorial Day	May 28, 2021
Day after Memorial Day	June 1, 2021

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 may not be taken on the following dates.

First Day of Instruction	August 12, 2020
Last Day of Instruction	May 26, 2021*

***In the event that the school calendar is extended due to closure, the Last Day of Instruction 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.