

LONGWOOD CENTRAL SCHOOL DISTRICT PERSONNEL BULLETIN

November 2017

IMPORTANT REMINDER TO ALL MITA STAFF

This bulletin shall serve to clarify procedures surrounding personal days pursuant to the agreement between the Board of Education of the Longwood Central School District, Superintendent of Schools and The Middle Island Teachers Association (MITA) dated July 1, 2013-June 30, 2021.

Article XI, Section 4 of the Agreement between the Board of Education and MITA states:

4. PERSONAL LEAVE

A teacher may have five (5) personal leave days without loss of pay for personal business, family or religious matters not capable of performance outside school hours. Any personal leave days not used in each year shall be added, along with unused sick days, to that teacher's accumulation of sick day total.

Personal leave shall not be taken for purposes of recreation or vacation. In addition, no personal leave days may be taken on the day before, or the day after, a holiday or school recess period except for good cause shown, upon the prior written approval of the Superintendent of Schools or his/her designee, except in the event of an emergency.

Richard A. Kollar
Asst. Supt. for
Human Resources

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