

ESSA Personal Leave Days and Spring Break FAQ

Q: How many personal days will I receive this year (Article 10.4)?

A: School term employees will receive five (5) personal leave days (prorated for part time employees). This is an increase of two (2) days from the previous negotiated agreement in order to balance out the two leave without pay (LWOP) days during spring break.

Q: How many personal days can I accrue and carry over from year to year?

A: A maximum of 10 days of personal leave can be accrued. Only five (5) personal leave days can be carried over to the following school year.

Q: What can I do if I have more than five (5) personal leave days at the end of the school year?

A: You can either use the personal leave days during the school year (with supervisor approval) or during spring break (see below) or you can cash out any personal leave in excess of four (4) days by providing notice to payroll by May 1st.

Q: How will the week of spring break be compensated (Article 11)?

A: Spring break will be compensated as follows:

| | | | | | |
|---------------------|--|----------------|--------------------|--------------------|---------------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Leave Type: | LWOP or Personal Leave* | | Fixed Vacation Day | Holidays | |
| Eligibility: | 9-Month and 10-Month ESSA Employees Only | | | All ESSA Employees | |

*System will default to LWOP; personal leave must be requested through TCP.

Q: Which days are automatically paid during spring break?

A: Only school term employees are paid for the fixed vacation day on Wednesday during spring break. All ESSA employees receive pay for designated district holidays provided they are in a paid status before and after the holiday.

Q: If I use personal leave on Monday during spring break, can I be in leave without pay (LWOP) on Tuesday?

A: Yes, if you use one personal leave day on either Monday or Tuesday, you can use LWOP on the other day.

Q: Can I take LWOP for the two days during spring break and keep my personal leave days?

A: Yes, you do not have to use your personal leave days but you will not be paid for those days.

Q: Can I use Leave without Pay (LWOP) for spring break even if I have personal leave available?

A: Yes, you can use either LWOP on the Monday and/or Tuesday of spring break instead of using personal leave.

Q: What if I want to use my personal leave days during spring break?

A: You will need to request personal leave for Monday and/or Tuesday as you normally would to take time off during the school year.

Q: Do I need to fill out a change of status form to claim Leave without Pay during spring break?

A: Generally, no. However, the requirement to use a change of status form or other forms related to the flexible vacation days varies from site to site. Your timekeeper or supervisor can let you know if a form is required.

Q: Can I still change my personal leave or LWOP for Monday and Tuesday after the payroll office processed the spring break payroll?

A: Once the payroll department processes the Spring Break payroll, your leave type cannot be changed.

ESSA Longevity FAQ

Q: What is longevity and is this new in the negotiated agreement?

A: Longevity refers to the number consecutive years you have been employed as an ESSA employee. This language is new in the 2019-2022 ESSA Negotiated Agreement and can be found in Article 10.4 on page 27.

Q: How does this affect me?

A: If you are a school term ESSA employee, your personal leave accruals will be increased based on your longevity as an ESSA employee.

***10.4.e.3:** After an employee has ten (10) consecutive years of service as an ESSA member, the employee shall be granted an additional half (.5) day of personal leave for a total of 5.5 days each school year.*

***10.4.e.4:** After an employee has twenty (20) consecutive years of service as an ESSA member, the employee shall be granted an additional one (1) day of personal leave for a total of 6 days each school year.*

Q: Does that mean I receive an additional half (.5) or one (1) day of personal leave each year after ten (10) or twenty (20) years?

A: No, you will receive a one-time increase to 5.5 days per school year when you reach ten (10) years and another one-time increase to 6 days per school year when you reach twenty (20) years.

Q: When will I receive the increase to my personal leave days?

A: The increase to personal leave days will happen July 1st to align with step increases.

Q: What if I reach ten (10) or twenty (20) years after July 1st?

A: You will receive the increase in personal leave the following year.

Q: How do I know if I'm eligible to receive the increased personal leave?

A: If you are eligible, you will receive a memo from Human Resources with your new personal leave accrual amount.