



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

Personal Leave

When can I use personal leave?

Certified Staff: Personal leave will be approved for the first 3 teachers or up to 6%, whichever is higher from each building on any given day, except buildings with 25 or fewer teachers where the limit is 2 or except in case of emergency. Personal leave shall NOT be granted for the first 10 or last 2 days of teacher duty except in emergency situations or major life event. Examples include but are not limited to taking a child to college, military deployment, weddings, major anniversaries.

12 Month Support Staff: Personal leave will be approved for situations that arise requiring the employee's personal attention, which cannot be attended to when school is not in session, and which do not fall under another time off code. Personal leave shall NOT be granted for the first 10 or last 5 days of teacher duty days except in emergency situations.

Example of Legitimate Requests for Support Staff Personal Leave: Closing procedure for sale or purchase of home Urgent legal matters when a party to the proceeding Required religious observance Special and/or required examinations administered by a college, university, and/or post-secondary institution of higher learning (e.g. trade schools, vocational schools, technical schools) Wedding in the immediate family Emergency causing serious physical damage to residential property Father present at childbirth Attendance to child's or grandchild's school sponsored event Per Section 9.6 Inclement Weather Days Example of Situations Which Will Not Receive Approval of Support Staff Personal Leave: Personal recreation activities Interviews and/or examinations for other positions outside of the system Convention attendance with spouse Activities which are for profit or pay

By entering your personal leave request in Employee Access, you are agreeing to the terms of your contract and stating that you are using personal leave for only an approved reason stated above.

How many personal days may I use in one fiscal year? Certified Staff may use up to 5 personal days in one year. 12 Month Support Staff may use up to 2 personal days per fiscal year.

How do I request personal leave? Certified and 12 Month Support staff should request ALL personal leave in Employee Access **3 days prior** to the requested day except in emergency situations and snow days. The amount of personal leave you request should be calculated by subtracting your scheduled hours for the requested day less the hours you plan to work for the requested day. Do not include unpaid lunch breaks when calculating your scheduled hours.

Can I request personal leave for a partial day? Certified Staff: may only use personal leave in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full day increments. If you will not be gone in exactly one of these increments, please request your leave at the next highest increment listed. Part-time certified staff should use the hours they are scheduled for on the day of their personal leave to calculate partial days. 12 Month Support Staff: may use personal leave in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full day increments. Please request only the hours you will be gone but no more than your regular scheduled daily hours minus unpaid lunch. Adjustment will be made to your personal leave at the end of the month for

**HUMAN RESOURCES
11343 50TH STREET NE
ALBERTVILLE, MN 55301
WWW.STMA.K12.MN.US**



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

time not requested in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full days. If you will be gone for less than a $\frac{1}{4}$ day, $\frac{1}{4}$ day will be deducted from your personal leave; if you will be gone more than $\frac{1}{4}$ day but less than $\frac{1}{2}$, $\frac{1}{2}$ will be deducted from your personal leave; if you will be gone more than $\frac{1}{2}$ day but less than $\frac{3}{4}$, $\frac{3}{4}$ will be deducted from your personal leave; if you will be gone more than $\frac{3}{4}$ day but less than a full day, one full day will be deducted from your personal leave.

What happens to un-used personal leave at the end of my contracted fiscal year? Certified Staff: Three days personal leave may be carried over to the next year. Up to 2 unused personal leave days per fiscal year will be paid out on your June 30th paycheck at the current substitute rate. 12 Month Support Staff: Unused personal leave days will not be carried over.

During extended medical leave, personal leave will be automatically used if sick/vacation banks are depleted. For maternity leaves, it will be optional to use based on employee preference.

Paid Time Off Less than 12 Month Support Staff

When can I use paid time off leave? Paid time off will be approved for the first 2 support staff members in a group (paraprofessional, administrative assistant and food service) in a building on any given day except buildings with 7 or fewer support staff members in a group where the limit will be 1 or except in the case of emergency. Paid time off shall NOT be granted for the first 10 or last 5 days teacher duty days except in emergency situations.

How many paid time off days may I use in one fiscal year? Less than 12 Month Support Staff may use up to 6 paid time off days per fiscal year.

How do I request paid time off? Less than 12 Month Support staff should request ALL paid time off in Employee Access **3 days prior** to the requested day except in emergency situations and snow days. The amount of paid time off you request should be calculated by subtracting your scheduled hours for the requested day less the hours you plan to work for the requested day. Do not include unpaid lunch breaks when calculating your scheduled hours.

Can I request paid time off for a partial day? Less than 12 Month Support Staff: may use paid time off in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full day increments. Please request only the hours you will be gone but no more than your regular scheduled daily hours minus unpaid lunch. Adjustment will be made to your paid time off at the end of the month for time not requested in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or full days. If you will be gone for less than a $\frac{1}{4}$ day, $\frac{1}{4}$ day will be deducted from your paid time off; if you will be gone more than $\frac{1}{4}$ day but less than $\frac{1}{2}$, $\frac{1}{2}$ will be deducted from your paid time off; if you will be gone more than $\frac{1}{2}$ day but less than $\frac{3}{4}$ day, $\frac{3}{4}$ will be deducted from your paid time off; if you will be gone more than $\frac{3}{4}$ day but less than a full day, one full day will be deducted from your paid time off. **What happens to un-used paid time off at the end of my contracted fiscal year?** A maximum of 4 paid time off days may be carried over from one year to the next.

During extended medical leave, personal leave will be automatically used if sick/vacation banks are depleted. For maternity leaves, it will be optional to use based on employee preference.

**HUMAN RESOURCES
11343 50TH STREET NE
ALBERTVILLE, MN 55301
WWW.STMA.K12.MN.US**