

AFSA High School

Adopted: January, 2025

District 4074

Revised: January, 2025

Year Reviewed: 2024/2025

447 EMPLOYEE PERSONAL TIME

I. PURPOSE

The purpose of this policy is to provide for the utilization of personal time as granted per the employee contract..

II. GENERAL STATEMENT OF POLICY

Personal days may be used at the discretion of a staff member and may be used to attend a child's school-related conferences and activities that cannot be scheduled during non-work hours. Personal time must be taken in 4 hour increments.

III. STAFF ATTENDANCE

Daily attendance at work is an expectation of all employees. For AFSA to provide high quality educational and support services to students and member districts, regular attendance by all employees is very important. Permanent staff members are knowledgeable of each individual student's needs and can best deliver quality educational instruction and consistent behavior expectations.

Any time an employee is out of the building during work hours, the time must be reported as personal leave, professional leave, vacation or sick leave to the Director. Absence requests should be made in advance via the "Time Off Request" web form and must be confirmed via email.

IV. USE OF PERSONAL TIME

The amount of personal time for each staff member is specified in their individual employment agreement. Personal time off requests are not guaranteed. Employees need to receive approval of requests prior to making / confirming plans.

Personal time may be used at the discretion of each staff member. AFSA K-12 rules for using personal time include:

- Staff members must submit a request via the “Time Off Request” web form to use personal time **at least two weeks prior to the date requested**.
- All personal time requests must be made no later than the week of April 15 of that school year.
- Only one staff member per department will be allowed to be gone on any given day (if using personal time).
- Staff members may not exceed the number of personal days accrued.
- Personal time becomes available in the following manner: One-third of the allotted hours on September 1, one-third of the allotted hours on December 1 and one-third of the allotted hours on March 1. Personal time has no accrued value. Sixteen (16) unused personal hours may be carried over to the next year. Employees may accrue a maximum of forty (40) hours of personal leave .
- Personal time may not be used on a day that is designated as a staff development day.
- Personal time may not be used during the first and last two weeks of school.
- Personal time may not be used during O-term, J-term, or Farm and Community Service Day.
- Personal time may be used to attend a child’s school-related conferences and/or activities that cannot be scheduled during non-work hours. If a child’s school-related conferences or/activities occur during time periods employees are prohibited from using personal leave, the employee must consult the Executive Director as soon as the conflict is known to seek an exception from these rules.
- Personal time must be taken in minimum half-day increments.

V. USE OF EARNED SAFE AND SICK TIME

The amount of Earned Sick and Safe Time (ESST) for each employee is specified in their individual employment agreement.

AFSA K-12 rules for using ESST time include:

- Employees should report illness via the “Time Off Request” web form as soon as possible.
- ESST must be taken in minimum one (1) hour increments.
- Teachers must provide lesson plans for their classes for days they will be absent.
- ESST is earned in the following manner:
 - one hour for every 30 hours worked, which is approximately 5 hours earned per month, depending on the employees exact work hours.
- ESST used in May may require medical verification.

Employees who exceed their leave time limits may be subject to disciplinary action and deduction in pay.

Leave can be used for:

1. An employee's:
 - a. mental or physical illness, injury, or other health condition;
 - b. need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or

- c. need for preventive medical or health care.
- 2. An employee's care of a family member:
 - a. with a mental or physical illness, injury, or other health condition;
 - b. who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or
 - c. who needs preventive medical or health care.
- 3. An employee's absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
 - a. seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
 - b. obtain services from a victim services organization;
 - c. obtain psychological or other counseling;
 - d. seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, stalking; or
 - e. seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- 4. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.
- 5. The employee's inability to work or telework because the employee is:
 - a. prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - b. seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis.
- 6. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
- 7. Funerals, family emergencies and court appointments.

The Executive Director and his or her designee have the ability to make exceptions for special circumstances on a case by case basis.

VI. COMMUNICATION

This policy will be summarized in the Staff Handbook and reviewed annually for compliance with all employment laws.

Cross References:

AFSA Policy 401 Equal Employment Opportunity

AFSA Policy 402 Disability Nondiscrimination

AFSA Staff Handbook

Legal References:

Per Minn. Stat. § 181.9447, subd.