

**SAINT PAUL PUBLIC SCHOOLS
PROPOSAL 7T
ARTICLE # 11
05/29/2025**

**Licensed Contract
Personal Leave**

RATIONALE: Our program relies on adequate staff presence. ECCE program operates differently than PK-12 school systems, where our staff are stretched over multiple sites and our needs are different than other programs. Given the upcoming limited staffing and minimal funds for substitutes, we're currently stretched thin. There have been many days over the last year where 10-15 staff members were absent. To ensure we can deliver quality programming to our stakeholders, we need to limit the planned staff absences on any given day, allowing for sufficient coverage when staff are out sick.

**ARTICLE (11). COMPENSATORY LEAVES OF ABSENCE
SECTION 10, PERSONAL LEAVE**

Personal leave provisions are intended to allow time for planned absences, emergencies and other matters which are urgent, which require the teacher's presence and which cannot be handled except at a time in conflict with the teacher's day. Personal leave is deducted from sick leave.

Subd. 1. **Accumulation of Personal Leave.** For purposes of determining personal leave, a school year shall be as defined in [Article 14, Section 2, Subd. 1](#), Basic Contract Year. Teachers shall be eligible to use up to 40 hours of sick leave as personal leave annually. Part-time teachers on contract or teachers contracted for less than a school year shall be eligible for a proportionate amount of personal leave rounded off to the nearest half day for part-time teachers and to the nearest full day for others. These 40 hours of personal leave may not be carried over to subsequent years.

Subd. 2. Personal leave shall be granted to a teacher upon receipt of request to the principal or program administrator. Leave verification should be provided ten (10) days in advance of the leave date or as soon thereafter as possible.

Subd. 3. The use of personal leave for non-emergency use must be requested in writing to the principal or program administrator with ten (10) days advance notice of intention to use such leave on a specific date.

Subd. 4. The principal/program administrator will determine approval of personal leave and may choose not to grant approval if the absence of the teacher would be detrimental to the educational goals for the school/program.

Subd 4.1 Early Childhood Family Education Staff

To maintain sufficient coverage and support for our programs, only one licensed staff member at each ECCE site (in each team) can be approved for planned personal leave simultaneously.

Subd. 5. Teachers will be allowed time off in hour-long increments at the beginning or end of the workday provided it has been pre-approved by the principal/program administrator and coverage has been arranged by the teacher. The teacher providing this coverage will not receive additional compensation. This time will be deducted from sick/personal leave.

