



Engage | Learn | Improve

## EMPLOYEE REQUEST FOR PERSONAL DAY / UNPAID TIME OFF

*The request for time off immediately prior to or after a school recess period or holiday break will be considered for special circumstances (once-in-a-lifetime), as will the use of consecutive personal days and the need for using unpaid days. Approval of these requests is not based on the necessity of a substitute as all employees are essential to the success of our students. We do advise employees to plan accordingly and to purchase insurance for all travel plans made prior to receiving a response. Must receive both supervisor and HR approval.*

<b>TO BE COMPLETED BY THE EMPLOYEE:</b>	
Employee Name:	
Position:	
School / Division:	
Phone:	Email:
Paid/Unpaid Time off Date(s) Requested:	
Reason For Request (please be specific):	
The undersigned agree to the terms and limitations of this request for time off as it is a deviation from the District's Leave of Absence and Personal Day rules as described in the District Employee Handbook.	
Employee Signature:	Date:
<b>TO BE COMPLETED BY THE SUPERVISOR:</b>	
APPROVED UNPAID      APPROVED PERSONAL DAY      NOT APPROVED	
Site Supervisor Reasoning for Decision:	
Site Sup Signature:	Date:
APPROVED UNPAID      APPROVED PERSONAL DAY      NOT APPROVED	
Human Resources Reasoning for Decision:	
HR Director	Date:

# SCHOOL DISTRICT OF MENOMONEE FALLS

## **PERSONAL LEAVE AND FLEX TIME**

Employees shall be entitled to up to two (2) days of personal leave each employment year and they shall not be used consecutively. Personal leave may only be used for compelling personal obligations which cannot reasonably be conducted outside of the employee's workday. Personal leave is not intended to be used as vacation time. Personal leave days shall not be used to extend a holiday, vacation, or a school recess period. School-based staff will not be granted personal leave days during the first or last week of a semester/trimester, on a parent-teacher conference day, or on an in-service day. At the discretion of the Human Resources Division, personal leave during the above-mentioned times may be approved for critical personal business that cannot be rescheduled for a different time.

Requests for approval of personal leave shall be entered in Skyward (Time Off) and shall be made as far in advance as possible, normally not less than ten calendar (10) days. Administration has the right to approve or deny all requests. It is at the District's discretion as to how many employees will be granted personal leave on any particular day based on District needs. If the District is unable to meet student needs, the District may cancel prior approved personal leave. Part-time employees will receive personal leave on a pro-rated basis based upon the number of hours they are scheduled to work.

Hourly (non-exempt) employees may use flex time to alter their work days or work hours with prior approval by their supervisor. This is to be used rarely as an alternative to overtime and comp time. Flex time must be used within the same pay period in which the employee altered their work days or hours. Flex time cannot be carried over into another pay period. Flex time shall not be used to extend a holiday, or a school recess period without approval by the supervisor and the Division of Human Resources. School-based hourly staff will not be allowed to use flex time during the first or last week of a semester/trimester, on a parent-teacher conference day, or on an in-service day if required to attend.

Personal leave and flex time may be taken in 15-minute increments for non-teacher group employees. .

## **UNPAID LEAVES OF ABSENCE**

Any unpaid leave of absence for any reason beyond those covered by the Family Medical Leave Act (FMLA), and for those not meeting the eligibility requirements for FMLA, may be granted at the discretion of the District. A formal request and circumstances for the leave must be sent to the Human Resources Division as soon as the need is known but no less than twenty (20) calendar days in advance of the unpaid leave. An unpaid leave of absence may be obtained for a variety of employee-requested reasons and will be granted based on an individual's circumstances and the needs of the District. An unpaid leave of absence shall not be used for vacation, to extend a holiday, or to extend a school recess period. All applicable leave must be exhausted before an unpaid leave will be allowable.

During an approved unpaid leave of absence, if the employee was on the health, dental, and/or vision insurance, he/she will be provided the option of purchasing the District COBRA health insurance and will be expected to pay the entire cost of the employee's benefits subject to the approval of the health plan and all applicable vendors. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave. Unpaid medical leave, the term of such leave, and participation in insurance programs under this section outlined above shall run concurrently with any leave(s) and benefits provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

Special consideration may be given to non-12-month employees for events that cannot be scheduled during non-work periods that would otherwise be prohibited. Unpaid leaves for special circumstances shall be limited to three (3) unpaid work days occurring in a rolling consecutive three school year period. Criteria considered for approving unpaid leave shall include the employee having an attendance rate of 95% or better (excluding FMLA) and the employee's performance is meeting expectations.