SHANNON PARK ELEMENTARY

PERSONAL LEAVE REQUEST

In accordance with and subject to the provisions of Section 8.7 of the Working Agreement between School District 196 and the Dakota County United Educators, I hereby request Emergency/Personal Leave with pay:

Requested by (print name)_____**Employee #:**_____

Current Position: _____

DAYS REQUESTED: (click **here** to review Collab Personal Leave Calendar)

□ **Full Day** □ **Half Day AM** □ **Half Day PM**
(Note: check "Full Day" if you will miss more than half of your scheduled hours)

Date(s):_____ **Total Days:** _____

For Reference:

Section 8.7 of the Working Agreement between School District 196 and the Dakota County United Educators

INELIGIBLE DAYS: Emergency/personal leave days may be used without stating a reason, except as follows: During the first six (6) student contact days, Mondays and Fridays during the last ten (10) student contact days of the school year, the Tuesday following Memorial Day, the last two (2) student contact days, and all non-student contact days.

ALLOWABLE REASONS: Teachers shall be granted emergency/personal leave at any time for the following reasons:

- Property closing.
- Court appearances when a party to a court proceeding or witness in a court proceeding, except against School District 196.
- Emergency causing serious physical damage to property.
- Bereavement leave.
- Religious observance as required by the teacher's religious conviction, provided such requirement cannot be taken care of while school is not in session.
- Attendance at a wedding.
- Attendance at a graduation of teacher's child, sibling, parent, spouse, self, and all persons who reside in the household and rely on the teacher for support.
- All leaves under Family Leaves (Section 8.6).
- Attendance at a school event of the teacher's child and all children who reside in the household and rely on the teacher for support (pre-school through post-secondary). Such leave is limited to sixteen (16) hours per school year.
- Military duty and to attend military ceremonies for teacher's child, sibling, parent, spouse, self and any person who resides in the household and relies on the teacher for support.
- Childcare emergency when the teacher's childcare provider cannot provide services.
- Absences necessary to attain an additional educator license.

Updated Contract Language SY25-26

- *Teachers are allowed to take one personal day per year without a reason on any non-student contact day except for conferences and back to school workshop week with no building limits. *Buildings are responsible for tracking the 1day allowance*

In addition, DCUE signed a Memorandum of Understanding in May of 2025 that allows teachers to take emergency/personal leave on December 23, 2025; April 10, 2026; and May 1, 2026 without a reason and with no building limits.