



PERSONAL DAY – SUPPORT STAFF

Policy E.3.J

Frontier School Division recognizes that employees may require time away from work for personal reasons. Upon request, one day of paid personal leave is available for support staff employed by the Division for at least three consecutive months.

The implementation of the personal leave day is outlined in the attached regulations.

Adopted September 1, 2009		
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Eligibility and procedures for personal days follow.

1. Eligibility

- a. Full time permanent employees who have been employed by the Division for at least three (3) consecutive months qualify for one day of paid personal leave.
- b. Part-time permanent employees who have been employed by the Division for at least three (3) consecutive months qualify for one day of paid personal leave on a pro-rata basis.
- c. Term employees with assignments of more than three (3) consecutive months duration are eligible for paid personal leave.
- d. Seasonal and casual employees are excluded from this policy.

2. Procedures

- a. For the purposes of administering this policy, the year is defined as July 1 to June 30 of the following year.
- b. An employee must submit a “Request for Leave” form marked “personal day” to the Principal/supervisor at least five days in advance of the leave date.
- c. The Principal/supervisor shall approve or deny the request. In cases of emergency, the five days prior notice may be waived. To ensure services are maintained, requests may be denied.
- d. Personal leave must be taken as either a half-day or a full-day.
- e. In the event that the employee does not use the personal leave day in a year, the leave may be carried forward to the next year provided the total accumulation does not exceed a maximum of two (2) days.
- f. Personal leave may not be used to extend vacations. Vacations are defined as summer, Christmas and spring breaks.
- g. Replacement staff for those on personal leave will not be provided unless approved by the Area Superintendent to address special circumstances.

Adopted September 1, 2009		
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