

Renee Harris, Director of Human Resources
Office of Human Resources & Labor Relations

25 Corporate Park Drive • P.O. Box 396 • Hopewell Junction, NY 12533 • (845) 298-5000 x40116 • Fax (845) 896-1286

Memo To: All WCSD Employees

Re: **No-Pay Days**

This memo will remind all employees of the Board of Education policies and administrative practices that govern the use of no-pay days. To avoid problems, employees are expected to know and comply with the following and to schedule accordingly activities that require time off from work. Employees who use no-pay days without approval may be subject to disciplinary action.

As per the Board's Staff Attendance and Leave of Absence policies, no-pay days are not routinely granted, may be available for emergency circumstances only, and require approval by the immediate supervisor and the Director of Human Resources, who serves as the Superintendent's designee, and the Board of Education. As per the Board's policy, requests for no-pay days are not routinely granted due to the need of the District to depend on our employees to be at work.

As per Board policy, the following may constitute "emergency circumstances" for no-pay requests by employees:

- When an employee is unable to work because of sickness or disability and sick/personal/vacation leave have been exhausted;
- When an employee is unable to work due to a personal emergency and personal/vacation leave have been exhausted; or
- When an employee demonstrates some other extraordinary circumstances wherein the leave will be of benefit to the District and any appropriate leave has been exhausted; or
- When an employee demonstrates applicability of the Family and Medical Leave Act of 1993.

Requests for no-pay days should be submitted in writing to the principal or supervisor as far in advance as possible.

When requesting approval of a no-pay day, an employee should be prepared to provide supporting reasons -- and, when requested, documentation of the circumstances -- to his/her principal or supervisor, the Director of Human Resources, and the Board of Education. All information provided will be treated as confidential.

This memo will remain permanently posted on the HR page of the District website. Questions may be directed by phone or by e-mail to your personnel associate in the HR Office:

WFW, Confidentials, STEPS, Office Unit, Teaching Assistants: Susan L. Wagner
WAA, Nurses, Food Service, Monitors: Jennifer Horan
WCT: Nicholas MacDermott

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