

Renee Harris • Executive Director of Human Resources

Office of Human Resources and Labor Relations

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August 2023

Memo To: All WCT & WTAA Unit Members

Re: **Personal Days & No-Pay Days**

Copies To: Administrators
Flip Gertler, WCT President
Nicholas MacDermott, Personnel Associate
Rebecca O'Mara, WTAA President
Susan L. Wagner, Personnel Associate

This memo is being reissued to again review the contractual provisions and Board of Education policies that govern the use of personal days and no-pay days by WCT and WTAA unit members. To avoid problems, WCT and WTAA unit members are expected to know and comply with the following and to schedule personal business accordingly. This memo will remain permanently posted on the District website.

Personal Days

The following requirements apply to the use of “non-emergency” personal days:

- Personal business that can only be accomplished by the employee during the work day.
- Not for vacation purposes.
- Not for the purpose of outside employment.
- Two days advance notice to the sub service is required.
- Principal approval is not required.

The following “emergency” requirements apply when two days advance notice to the sub service is not provided:

- For emergency personal business that can only be accomplished by the employee during the work day when the circumstances are such that it was not possible for the employee to provide the required two days notice.
- Not for vacation purposes.
- Not for the purpose of outside employment.
- Principal approval is required, even if after-the-fact.

The following “emergency” requirements apply to personal days before/after a school holiday or recess period:

- For emergency personal business that can only be accomplished by the employee during the work day when the circumstances are such that the personal business could not be alternatively scheduled.
- Not for vacation purposes.
- Not for the purpose of outside employment.
- Principal approval is required as far in advance as possible and, in order to insure consistent application by District principals of emergency guidelines for personal days before/after a holiday, approval by the Executive Director of Human Resources as the Superintendent’s designee is required.

The “emergency” requirements for personal days before/after a holiday or recess period apply to the following dates in 2023-24:

Friday	9/1/2023	Monday	11/27/2023	Friday	3/22/2024
Tuesday	9/5/2023	Friday	12/22/2023	Tuesday	4/2/2024
Friday	9/22/2023	Tuesday	1/2/2024	Thursday	5/23/2024
Tuesday	9/26/2023	Friday	1/12/2024	Tuesday	5/28/2024
Friday	10/6/2023	Tuesday	1/16/2024	Tuesday	6/18/2024
Tuesday	10/10/2023	Friday	2/16/2024	Thursday	6/20/2024
Thursday	11/9/2023	Tuesday	2/20/2024	Tuesday	6/25/2024
Monday	11/13/2023	Tuesday	2/20/2024		
Tuesday	11/21/2023	Thursday	2/22/2024		

In addition, unit members are reminded to not make non-emergency personal plans for:

- Any of the potential make-up days in the school calendar. The potential make-up days in order of make-up are Friday 5/24/2024, Monday 4/1/2024, Monday 3/25/2024, Tuesday 3/26/2024, and Wednesday 3/27/2024.
- Any work day before/after any of the potential return days in the school calendar. The potential return days in order of return are Tuesday 4/2/2024, Thursday 5/23/2024, Tuesday 5/28/2024, Friday 5/10/2024, and Monday 5/13/2024.

No-Pay Days

Board of Education policies govern the use of no-pay days by all WBSD employees. 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, the Executive 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 will not be 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 leave and personal leave have been exhausted; or
- When an employee is unable to work due to a personal emergency and personal leave has been exhausted; or
- When an employee demonstrates some other extraordinary circumstances wherein the leave will be of benefit to the District; or
- When an employee demonstrates applicability of the Family and Medical Leave Act of 1993.

Procedures

Requests for an emergency personal day on a day before/after a holiday and any requests for no-pay days should be submitted to your Principal as far in advance as possible, using the appropriate form (Request for Emergency Personal Day Before/After Holiday/Recess Period form, Request for No Pay Days form). Both forms are available on the HR page of the District website. Use of the appropriate form is mandatory. You are required to submit the completed form to your principal before calling the sub service.

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

Important note: Your request for an emergency personal day should not be considered approved until your Principal confirms that he/she has recommended approval and that the Executive Director of Human Resources has concurred with the Principal’s recommendation. Your request for a no-pay day should not be considered approved until the HR Office confirms that the Board of Education has approved your request.

Questions may be directed to your personnel associate by phone or email:

WCT: Nicholas MacDermott

WTAA: Susan L. Wagner