

RESTRICTED LEAVE DAYS

Personal Leave

FY 2022

Except when approved by an immediate supervisor, personal leave may not be used on the following restricted days:

- The day before or after a holiday or scheduled break,
- An in-service day or parent conference day,
- The beginning of the school year, and/or
- The last two (2) days of the ten (10)-month teacher work year.

A supervisor will consider the overall impact to the educational program and delivery of services before either granting or denying a request. A denial may be appealed to the Director of Human Resources.

RESTRICTED DAYS

Note: Restricted days do NOT include designated Teacher Work Days throughout the school year.

- August 11, 12, 13, 16, 17
- September 03, 08, 15, 17
- October 12, 13, 14, 15 (ES/MS Conferences)
- November 23, 29
- December 22
- January 03, 14, 18
- February 18, 22
- March 0
- April 14, 25
- May 27, 31
- June 01, 02, the last two (2) days of the ten (10)-month teacher work year

PROCESS FOR REQUESTING LEAVE

The following steps detail the process for requesting personal leave on restricted days:

Step 1:

An employee must submit a completed "Leave Request" form to his/her supervisor for review. This form can be found using the following link: https://formfinder.fcps.org/FormFinder%2FHR%2FHR_Leave_Request_Digital_Signature.pdf.

Step 2:

The supervisor will determine if the requested leave is approved or denied based upon the following criteria:

- The overall impact on the educational program and delivery of services,
- The availability of substitutes,
- The number of leave requests that a requesting employee has previously made,
- If the requested leave represents an emergency, and/or
- If the individual has been approved for leave during a restricted period in the past.

Step 3:

If the requested leave is approved, the supervisor will submit the "Leave Form" using the standard submission procedure.

Note: Leave forms are NOT submitted to Human Resources.

Step 4 (teachers/SEIAs):

All teachers and SEIAs who are approved for personal leave on restricted days must enter their absences into Frontline—regardless of the need for substitute coverage.

Step 5 (if denied):

The supervisor will return the denied "Leave Request" form to the requesting employee. The employee may submit an appeal directly to the Director of Human Resources.

Note: An appeal CANNOT be submitted until the supervisor has officially denied the request.

Reference:

- Frederick County Teachers Association *Negotiated Agreement*, Article XXVII(A)(3), "Temporary Leaves of Absence"
- Frederick Association of School Support Employees *Negotiated Agreement*, Article 6.2(e)(C), "Personal Leave"

Source: Human Resources
September 2021