

HOPKINS PUBLIC SCHOOLS

Hopkins Education Association Request Form for Personal Business Leave or Compensatory Time

Today's Date: _____ Building: _____

Time this form turned into your building administrator: _____:_____ am / pm

I am requesting:

a Personal Business Leave day on _____

compensatory time on _____ if specific time: _____

Printed Name: _____ Signature: _____

1. PERSONAL BUSINESS LEAVE

- i. All regularly employed teaching personnel shall be allowed to use up to six (6) Personal Business Leave (PBL) days each year out of their twelve (12) sick days credited per year. These PBL days may only be used to take care of a personal business matter that could not be taken care of after school hours or on non-school days. Those teachers hired after the start of the school year, or who return from an unpaid leave during the year, will have the number of days pro-rated.
- ii. Amount to be deducted for exceeding this limit shall be 1/"X" of the teacher's annual salary and insurance benefits. "X" shall be based on the number of teacher workdays as approved in the District Calendar.

2. COMPENSATORY TIME

- i. Compensatory time that has been earned, entered by the employee on the district/ tracking sheet, and has been approved by that employee's building administrator, may be used as accrued partial hours or whole days. Compensatory time may be used only with the approval and at the discretion of the building administrator. If special building or district related events/assemblies are held during a teacher's regularly scheduled planning time, it is the district's position that the building principal, as the default, will schedule the necessary student coverage so that the teacher can take their planning as scheduled (i.e. Veterans' Day Assembly).
- ii. If Compensatory Time is not yet accrued, it cannot be used or entered in the system.
- iii. Any unused accrued days/hours will be compensated at the normal rate at the end of each school year (See Article X in the Collective Bargaining Agreement). Accrued compensatory time is not accumulative from year to year. Further restrictions and regulations are listed below.
- iv. Exemptions from Compensatory Time:
Field Trips and district scheduled ½ days

3. ADDITIONAL REGULATIONS REGARDING BOTH PERSONAL BUSINESS LEAVE AND COMPENSATORY TIME:

- i. Personal Business Leave and Compensatory Time days/hours may not be used to extend a regularly scheduled school vacation. Extending a regularly scheduled school vacation is defined as the day before or after Thanksgiving Break, Christmas Vacation (aka Winter Break), and Spring Break.
- ii. Compensatory Personal Business Leave and Compensatory Time days/hours may be used on Parent Teacher Conference Days, provided the teacher attends the scheduled teacher conference.
- iii. Personal Business Leave and Comp. Time must be requested by filling out this form. Forms shall not be turned in prior to August 15th of each year for the coming school year. The Staff member should notify the building principal at least six (6) work days prior to the date of the expected absence. In case of emergencies, notification shall be given to the building principal as early as possible.
- iv. All Personal Business Leave and Comp. Time will be granted on a first come, first served basis per calendar day, per building. The administration reserves the right not to grant more than a combined total of two (2) Personal Business Leave and/or Comp. Time days per building for any given calendar date.

Lesson plans must be made available by the staff member prior to taking PBL or Comp. Time days/hours. In all non-emergency Personal Business Leave or Comp. Time situations, the district should notify applicants that their request has been approved or denied within four (4) work days of the building principal receiving the requested leave form.

- V. No more than five (5) consecutive Personal Business Leave and/or Compensatory Time days may be used, including over a weekend and/or break period.

This Section for *Building Principal* to Complete Upon Receiving the Form from a Staff Member:

- The staff member has used less than six (6) Personal Business Leave Days for this current school year or has accrued the needed Comp. Time for the stated date/hours listed.

- The staff member has completed and turned-in this form at least six (6) calendar days prior to the date of the expected absence. If not, please note circumstances:

- There are currently less than two (2) staff members in my building that have requested a PBL or Comp. Time day/hours on this same requested date/these same requested date(s).

Building Principal's Signature: _____

Notes:

This Section for *Central Office* to Complete Upon Receiving the Form from a Building Principal:

Central Office Signature of Approval: _____

- This/These requested day(s)/hours has/have been DENIED due to:

Sequence to follow for Personal Business Leave and Compensatory Time Requests:

- a. Staff member fills out and submits the approved form to their Building Principal/Secretary.
- b. Building Principal reviews and completes their section of the form.
- c. Central Office personnel reviews and completes their section of the form.
- d. Central Office notifies employee of approval or denial (attaching a copy of completed form for record).
- e. Building Principal receives a copy via email for record and enters the approved absence in the district sub system.
- f. Central Office reserves original form for record.