

## USING YOUR PERSONAL DAYS

In accordance with Article 21.05 of the Collective Agreement, a Teacher is entitled to one personal day without providing a reason but at the cost of a sick day.

A Teacher may also apply for a second personal day under Policy 411 of the Collective Agreement but a reason must be provided and prior approval must be sought. The Board will only consider granting a second personal day under very exceptional or extenuating circumstances.

It is vital to know the difference between these two personal days so that they are properly accessed. A Teacher must apply for the "First Personal Day" before being considered for the "Second Personal Day." No personal day can be used to extend existing holidays (e.g. Statutory and Board Holidays, Summer Break) except under extenuating circumstances. Ask well ahead of time so you receive a response from the Board before taking the day to make sure it is approved.

The following information outlines in detail the process to access these two personal days:

### First Personal Day - from Article 21.05 of the Collective Agreement

- No loss of salary
- One day subtracted from your sick bank account

#### Steps:

1. Obtain Form 411 from the school office.
2. For reason write "*For personal day as per Article 21.05 of the Collective Agreement.*"
3. Ask for the Principal's signature on the form.
4. Decide which of you will enter "Policy 411" code into Smart Find for the requested day.
5. Photocopy and retain a copy of the 411 Form for your own records.
6. Send the original 411 Form to the Board Office to: Tracy Mlotschek in Human Resources.

### Second Personal Day - from Board Policy 411 - "Absences and Leaves."

- No loss of salary
- No Day deducted from sick bank
- Need approval from Human Resources *before* you take the day
- ETFO encourages you to ask well ahead of time.

#### Steps:

1. Obtain Form 411 from the school office.
2. For reason give a brief explanation of the purpose of the day. The Board grants it "for personal reasons if deemed reasonable" - it is not 'automatically' given.
3. Ask for the Principal's signature on the form.
4. Photocopy and retain a copy of the 411 Form for your own records.
5. Send the original 411 Form to the Board Office to: Tracy Mlotschek in Human Resources.
6. Wait for approval from Human Resources. If it hasn't arrived in a timely way, consult with your Principal.
7. Once approval is granted, decide with the Principal who will enter the "Policy 411" code into Smart Find for the required day.