Personal Leave and Extra-Curricular Days in RETSD

Personal Leave Days (PLDs)

Full-time staff are allotted two personal leave days per year. Part-time employees accrue PLDs on a pro-rated basis.

One unused PLD can be carried forward to the next school year. This is done automatically in Employee Connect (EC) if one day is un-used, one day is automatically added to the teacher's available days in the next school year.

Extra-curricular Days

Extra-curricular activities are: student-related athletic, social, recreational and cultural activities (art. 6.04-3), with the written approval of school administration (art. 6.04-3), occurring outside of the normal school day (art. 6.04-3), which are voluntary for teachers to participate in (art. 6.04-1).

Extra-curricular activities are eligible for accumulation of extra-curricular hours if approved by the school principal (art. 6.04-4). In RETSD, teachers must seek pre-approval for extracurricular hours at the beginning of the school year.

Once hours are pre-approved, the teacher is responsible for keeping track of their hours in a log and submitting those hours in Employee Connect for final administration approval. If at any time a teacher's planned extra-curricular activity changes – for example, by adding hours/activities or reducing hours/activities – the teacher should notify the administration immediately so that additional hours or activities can also be pre-approved.

As teachers log their extra-curricular hours in Employee Connect, they will be able to track when they have achieved a 50-hour (full day of leave) or 25-hour (half day of leave) day. Once the 25 or 50 hour mark is logged in Employee Connect, the teacher will have access to the day in their leave bank, as they do with Personal Leave Days. Once the day is logged, approved, and viewable by the teacher as a leave day, it can be taken by the teacher.

Up to one extra-curricular day can be carried forward into the next year, with some conditions. Additionally, if a teacher earns some hours, but not enough to claim a 25-hour half day, some hours can be carried forward into the next school year. **The following chart identifies when hours, extra-curricular half days, or extra-curricular full days can be carried forward into the next school year:**

Accumulation of Hours	When a leave day can be taken	Carry-Forward?	Employee Connect Considerations
Teacher has earned 25 hours or 50 hours of pre-approved extra-curricular time by April 30.	Any time from when the day has been earned until June 30 of that school year.	No	Hours must be logged in EC and approved. Once day is available in leave bank, it can be applied to a leave day.
Teacher has earned 25 hours or 50 hours of pre-approved extra-curricular time with the last hours being logged after April 30	Any time from when the day has been earned until June 30 of that school year.	If part of the (25 or 50) hours were logged after April 30, either one banked full day or one banked half-day can be carried over to the next school year. A single banked day can be carried forward if it is accumulated after April 30, even if it is the second or third day banked by the teacher in that year.	Hours must be logged in EC and approved. Once day is available in leave bank, it can be applied to a leave day. To carry the day forward, the leave must be entered into EC after May 1.
Teacher has earned less than 25 hours before June 30.	No leave day can be taken.	Hours less than 25 can be carried forward to start the next school year. *This only applies to the accumulation of the first 24 hours earned in a school year, not in addition to earned days or half days. Ie – you cannot take a day or carry forward a day and then carry forward additional hours.*	Hours must be logged in EC and approved. In the next school year, the Teacher must include the outstanding hours in the calculation of their first banked extra-curricular day.

Step by Step: Banking Extra-curricular Leave

If you voluntarily engage in student-related athletic, social, recreational, and cultural activities occurring outside the normal school day—with the written pre-approval of school administration—you may qualify for extra-curricular leave.

These pre-approved hours must be logged and approved in Employee Connect in order for you to access them in your absence bank. Once the hours are logged, entered, and approved, earned days will appear in your absence bank in the same manner as personal days. Once they are entered into your bank, you can use them by following the Personal Leave/Extra-Curricular Leave day process.

In cases where you have earned, but not taken, a half extra-curricular day, full extra-curricular day, or accumulated less than 25 hours in approved time, you may qualify to carry over up to one full day to the next school year. To review the criteria for carry-forward time, please refer to the previous page.

Banking extra-curricular time for carry-forward into the next year requires the teacher to complete the following:

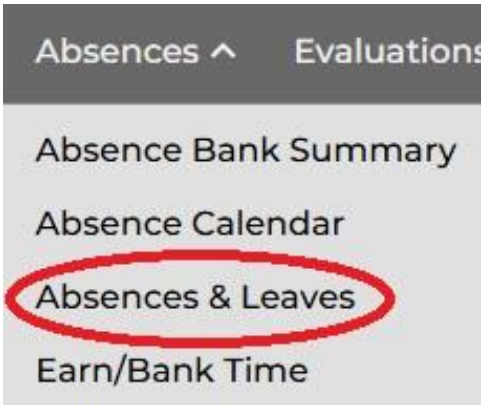
BANKING EXTRA-CURRICULAR TIME

Start by completing the *Extra-curricular Activities—Paid Leave* form. Only completed forms, signed by your school's principal, will allow for the time to be banked. Then, enter your earned extra-curricular hours in EmployeeConnect. Follow the below instructions to bank 25 hours (1/2 day) or 50 hours (1 day).

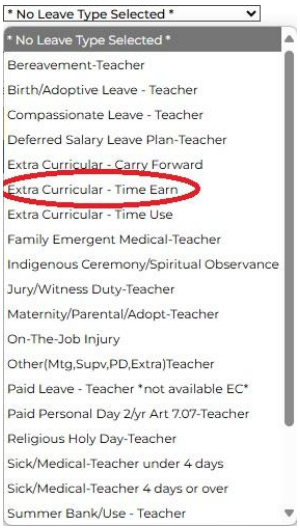
A. Select **EmployeeConnect**



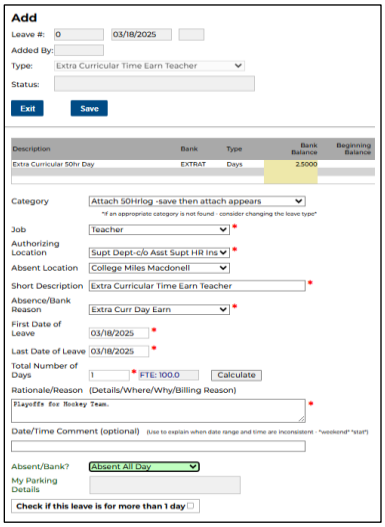
B. Select **Absences & Leaves**



C. Select **Extra Curricular - Time Earn**

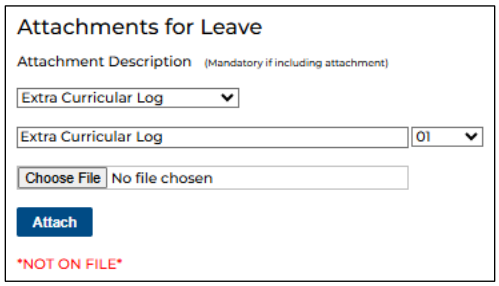


D. Fill out form **including all mandatory (*) fields**



PLEASE NOTE: the First Date of Leave and the Last Date of Leave must be the same date and represent the last day in which hours were earned. In order to carry forward one (1) day of extra-curricular leave into the next school year, hours must be earned after April 30.

E. Once you save your request, on the right-hand side of the page you'll attach a copy of the completed ***Extra Curricular Activities—Paid Leave* form** to your request.

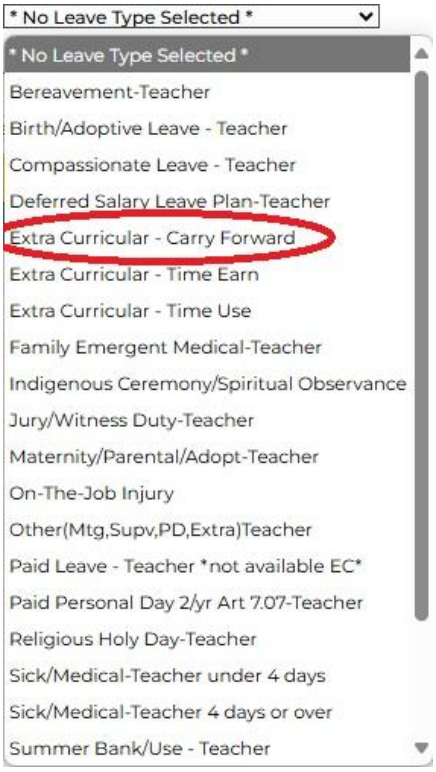


PLEASE NOTE: If you don't include a copy of the *Extra Curricular Activities—Paid Leave* form, your request will be denied.

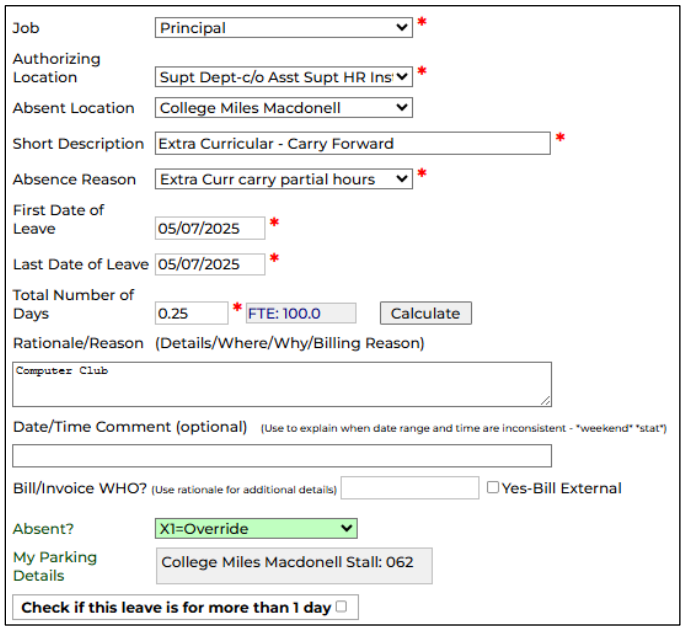
CARRYING OVER EXTRACURRICULAR HOURS

The carry-over hours will be available to be entered between May 1 and the last working day in June.

A. Select **Extra Curricular - Carry Forward**



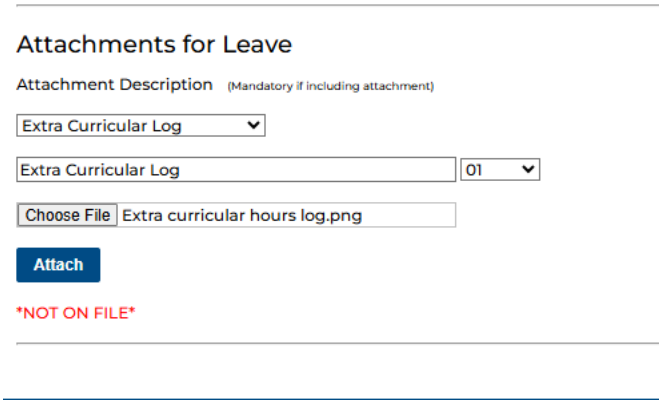
B. Complete the carry over hours in the system and hit **Save**



PLEASE NOTE: the First Date of Leave and the Last Date of Leave must be the same date and represent the last day in which hours were earned. All hours need to be converted into "days", please reference the chart below.

Hours to Day Conversion Table For Extra-curricular hours carry over			
1 hour = .02 day	8 hours = .16 day	15 hours = .30 day	22 hours = .44 day
2 hours = .04 day	9 hours = .18 day	16 hours = .32 day	23 hours = .46 day
3 hours = .06 day	10 hours = .20 day	17 hours = .34 day	24 hours =. 48 day
4 hours = .08 day	11 hours = .22 day	18 hours = .36 day	**25 hours or more must be banked by ½ or full day**
5 hours = .10 day	12 hours = .24 day	19 hours = .38 day	
6 hours = .12 day	13 hours = .26 day	20 hours = .40 day	
7 hours = .14 day	14 hours = .28 day	21 hours = .42 day	

C. Once you save your request, on the right-hand side of the page you'll attach a copy of the completed ***Extra Curricular Activities—Paid Leave*** form to your request. If the form isn't signed by your administrator or it isn't attached, your hours won't be carried over to the next school year.



NOTE: You must hit **Save** in order for your hours to be processed.