

Personal Reasons Leave for PFT Unit Questions and Answers

PERSONAL REASONS

If the members of the Unit find it necessary to be absent for personal reasons, they may secure time off by applying to the principal if they are going to be absent for a period of time up to three hours. Such leave is without loss of salary and is granted only when a valid reason for such absence exists. Frequent requests for such absences are to be avoided and may be approved only when the principal is certain that the individual's duty assignment can be adequately covered without the employment of a substitute.

Requests for such leave shall be presented in writing, except in emergencies.
(Bargaining Agreement, page 17)

Q: Teacher needs to leave due to a personal reason for 2 hours. Principal approves use of personal reasons leave since class coverage is available that does not involve a sub. In this instance, does the teacher access accrued leave time and fill out a P-9?

A: No. A P-9 is not necessary because classroom coverage was available that did not involve a sub and the absence was for a period up to three hours. The employee does not need to access accrued leave time.

Q: Teacher needs to leave for personal reasons for about an hour and there IS NO coverage available, but the teacher must leave due to emergency. The admin covers the class but does not grant use of personal reasons leave. In this instance, does the teacher access accrued leave time and fill out a P-9?

A: Yes. The teacher would access accrued leave under the qualifying provision (see Cheat Sheet or Bargaining Agreement for leave provisions). A P-9 is filled out for one hour and one hour is deducted from the teacher's accrued leave. If the teacher was gone for more than one hour, the time should be noted in 15 minute increments, rounding up.

Q: Teacher needs to leave for personal reasons for about an hour and there IS coverage available, but the coverage is a paid sub already on campus that can be pulled to help. Admin grants personal reasons leave. In this instance, does the teacher access accrued leave time and fill out a P-9?

A: There is no need to fill out a P-9 since the sub is already on campus and being paid. The employee does not need to access accrued leave time.

Q: Teacher knows the night before he/she will need a sub for two hours for a medical appointment. Does the teacher need to call in for either a half day sub (3.5 hours) or a full day sub (seven hours) or can they specify a two-hour time frame? How will the P-9 be filled out?

A: This is not an example of personal reasons leave because a sub is required. The teacher requests a sub for a half day but puts in specific times delineating the two hours. The sub is paid by the district at the half day rate and the sub can be used by the site as needed and as appropriate for the additional 1.5 hours. The teacher fills out a P-9 accessing 2 hours under the sick leave provision. Historically there has been better acceptance of half-day assignments when they are scheduled in the morning hours.