

DATE: October 28, 2005

TO: Site Reps

FROM: Sandra Martin, CEA V.P.

RE: **Personal Necessity Days**

When asked, I tell teachers who want to use the "No Tell" PN day to write the following:

(date)

Dear _____, (principal's name)

I, _____, plan to take _____ (date) as a "No Tell" PN day. This is not for the purpose of work stoppage or slow down. If you have any questions, please contact me.

Sincerely,

_____ (signature)

Then the teacher makes a copy and puts the note in the principal's inbox or hand delivers it. The latter is less formal and sometimes seems friendlier and gives the principal a chance to say, "O.K.". But, that is a matter of choice.

The contract says that the request must be made in writing, but nothing says that the approval must be in writing. Our contention, if challenged, is that if the principal wanted to deny approval, then he/she must come to the teacher upon receiving the note. As far as I am concerned, a "NO TELL" day has no reason for denial and we would grieve any principal who would attempt to do so.

As far as I know at most sites the teacher just tells the principal that he/she needs to take a PN day on this particular day. I personally put it in writing, sometimes on an index card. It doesn't have to be on formal letterhead or anything.

The other part that we need to cover is who the "superintendent's designee" is if the principal is gone and you need the next day. I propose emailing or faxing or hand-delivering the above letter to Chris Chavez's office with the additional statement:

The following letter is being sent to you because _____ is not here today and I need the PN day tomorrow. I chose you as the "superintendent's designee." Please contact me if I need to send this to someone else.

Our contract page 21 Article 6.3.9.1 (See newly revised addition for items negotiated during the 2004-05 school year; the days have been increased from 3 to 4.) state:

Unit members who desire to use the four (4) days of personal necessity under this section must request, in writing, advance approval from the District Superintendent or designee. The request shall not indicate the specific reason for the desired use of the four days of personal necessity leave. Such verification shall contain a statement assuring that any personal necessity leave use was not related to a work stoppage or slowdown.

"No Explanation" Personal Necessity Day

DATE: _____

Dear _____,

I, _____, plan to take _____

as a "No Tell" Personal Necessity day. This is not for the purpose of work stoppage or slow down. If you have any questions, please contact me.

Sincerely,

- *Superintendent or designee (principal) must be notified in advance.*
- *A limit of 4 "no tell" PN days are allowed per school year.*