

**Personnel - Certified**

**Emergency/Personal**

**Request for Extra Personal Days with Pay**

The following criteria will be followed by the Superintendent when he/she makes a recommendation to the Ledyard Board of Education for approval of extra personal days with pay, beyond the number designated in the negotiated contract for certified employees.

1. Necessary Conditions for Extensions (All conditions must be met)
  - A. The activity must be one that could not have been foreseen.
  - B. The activity must be one that could not be moved to a non-school day.
  - C. The certified employee's presence must be required at the activity.
  - D. The activity must be such that the certified employee or his/her immediate family will suffer hardship if the certified employee does not attend.
2. Factors that will be considered in the decision
  - A. The certified employee's attendance history.
  - B. The reasons for the use of prior personal days.
  - C. The degree of disruption to the education of the students.

Certified staff requesting extra personal days with pay will, in all likelihood, need to discuss the request personally with the Superintendent.

**Request for Extra Personal Days without Pay**

All requests for extra personal days without pay shall be requested in accordance with the negotiated contract between the Ledyard Board of Education and the Ledyard Education Association and the Ledyard Board of Education and Ledyard Administrators Association.

Regulation adopted: November 2, 1994  
Regulation revised: February 10, 2004

LEDYARD PUBLIC SCHOOLS  
Ledyard, Connecticut