FAIRFIELD PUBLIC SCHOOLS
SUPERINTENDENT'S OFFICE

PERSONAL/BEREAVEMENT/PROFESSIONAL DEVELOP/JURY DUTY/VACATION/FLOATER

- All absences are to be reported through Absence Management, whether you require a substitute or not. This includes anytime you will not be working your regular assignment.

- If you are aware of an absence in advance, it is best to enter it as early as possible to ensure coverage. This includes workshops, school activities such as field trips and concerts.

- **Personal Days** require principal/supervisor approval.
  a. **Your personal days are limited to three in a row**, which includes a Monday, if you take Thursday and Friday or a Friday if you take Monday and Tuesday, etc., and on either end of a break.
  b. Employees do not have the choice to select an unpaid personal day. If you go beyond your 3 in a row and it is found after the fact, you will have to reimburse the district for the day(s) taken past the third.

- **Professional Development Days (In/Out-of-District)** require you to include "notes to administrator" as to the title, cost, hours and description of the workshop and require principal/supervisor approval.
  a. Follow the directions on the PD request form regarding workshops/conferences. After attending the workshop, you **MUST** complete the "travel report" which is a brief summary (under staff forms on the website). **This is not for mileage.**
  b. Check for approvals in Absence Management and on the Board agenda.

- **In-District Meeting Days** require you to include "notes to administrator" listing the type of meeting, conference, committee work, etc. and require principal/supervisor approval.

- **Bereavement Days** require you to include notes as to the relationship of the deceased and will require principal/supervisor approval.
  a. Five days are allowed for the following only: Spouse, Brother/Brother-in-law, Sister/Sister-in-law, Father/Father-in-law, Mother/Mother-in-law, Daughter/Daughter-in-law, Son/Son-in-law and the Grandparents of the employee only, not your spouse's Grandparents, to be used within a two-week period.
  b. One day, subject to the approval of the Superintendent, shall be granted in the event of death in the non-immediate family (**family not mentioned above i.e. aunt, uncle, cousin, etc.**)

- **Sick Days** do not require approval. If you are entering a sick day the day of the absence, it must be entered into Absence Management **before 7:30 a.m.** (cutoff is one hour before your start time).
  a. In addition, if entered the same day, call or email your school secretary and Pat Iandolo to inform them of your absence to ensure that coverage is arranged.
  b. Please see policy #1642.01 posted on the district's website for sick-day use.
  c. Your principal/supervisor may request a doctor's note if ***more than three consecutive*** sick days are used.

- **School Events** must be entered into Absence Management if you will not be working your regular assignment.
  a. Please include the description in "notes to administrator" such as field trips, concert rehearsal, graduation practice, DRA, NJSLA testing, etc., and any others set by the building principal/supervisor and will require approval.

- **Jury Duty** must be entered into Absence Management. Please submit a copy of your assignment letter to the superintendent's office. If your jury duty is canceled, please cancel your absence.

- **Vacations and Floating Holidays** for 12-month employees must be entered into Absence Management and will require principal/supervisor approval.