

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

LEAVE ON DIRECT STUDENT CONTACT DAYS AND MANDATORY WORK DAYS

Effective Date: August 1, 2009
Reference(s): State Personnel Manual, Leave, Section 5, Pages 1-10, 37;
General Statutes 126-5(c3) and 126-4(5)

Purpose:
To establish a uniform policy regarding use of leave on direct student contact days and mandatory work days.

Employees Covered Under this Policy:
Employees who follow the school calendar, and are assigned 50% or more of their work schedule as direct student contact in the positions listed below:

Assistant Principal	Lead Teacher	Psychologist
Audiologist	Librarian	Residential Life Coordinator
Behavioral Programming Technician	Licensed Practical Nurse	Residential Life Director
Community Employment Specialist	Nurse Supervisor	Residential Life Trainer
Cottage Parent Supervisor	Occupational Therapist	School Administrator
Deaf-Blind Intervenor	Occupational Therapist Asst	Speech & Lang Pathologist
Educational Developmental Aide	Principal	Social Worker
Guidance Counselor	Professional Nurse	Teacher/Vocational Teacher

This policy does not apply to itinerant Teachers in the Early Intervention Program, Outreach Program, Resource Support Program, and GMS Preschool Program. For instructional staff serving in an itinerant capacity, a plan to ensure full implementation of each child's Individual Education Plan or Individual Family Service Plan must be approved by his/her supervisor prior to using pre-approved vacation/bonus leave, compensatory leave, or flexible furlough time off.

Policy:
Vacation/bonus leave, compensatory leave, and flexible furlough time off shall not be taken on direct student contact days and mandatory work days except for personal reasons/emergencies not to exceed three (3) student contact and/or mandatory work days per school year; optional professional development not to exceed three (3) student contact and/or mandatory work days per school year; and illnesses, or other reasons approved for the use of sick leave.

Vacation/bonus leave, compensatory leave, and flexible furlough time off may not be taken for vacation purposes on student contact days and mandatory work days.

Requests for Community Service Leave (CSL) on direct student contact and mandatory work days will be reviewed on a case-by-case basis. Whenever possible it is expected that CSL will be used on mandatory leave days and optional work days to avoid absences on direct student contact and mandatory work days.

Employees who are unable to work on three (3) or more student contact days and/or mandatory work days due to illness, or other reasons approved for the use of sick leave, may be required to provide documentation substantiating their need to use sick and/or vacation/bonus leave, compensatory leave, and flexible furlough time off.

Attendance at optional professional development trainings, meetings, workshops, and conferences should be kept at a minimum, requires the pre-approval of the School Director, and may not exceed three (3) student contact and/or mandatory work days per school year.

Attendance at job-related trainings, meetings, workshops, and conferences may not exceed five (5) student contact and/or mandatory work days per school year, and requires the pre-approval of the School Director. The aforementioned requirement excludes trainings, meetings, workshops, and conferences required by the Office of Education Services.

Exceptions to all of the limits for use of leave on student contact days and/or mandatory work days will be reviewed on a case-by-case basis, and requires the approval of the Department of Health and Human Services Superintendent of Education.

I, _____, have read, understand, and received a copy of the **Leave On Direct Student Contact Days and Mandatory Work Days Policy** above.

Employee's Signature

Date

Supervisor's Signature

Date

Cc: Personnel File