

PERSONNEL NEWS

Personnel Office

Ms. Jennifer Kazmark, Assistant Superintendent

Please Post

REQUESTS FOR UNPAID DAYS

We occasionally receive requests for unpaid leaves of absence for social or recreational purposes during the school year from District employees. Unless otherwise permitted per the appropriate bargaining unit contract, or the law, such requests are not ordinarily approved.

In addition, having 10 or 10.5 month employees take time off during the school year, when classes are in session and students are in the buildings, can significantly hamper operations of the school and district. Please keep this in mind when scheduling trips, social events and other activities; they should be scheduled during the vacation/holiday periods for your unit.

We hope that you understand the reasons for this policy and that this reminder will help to avoid possible misunderstandings on this matter.

Ms. Nicole Wolfe, Superintendent of Schools

Ms. Jennifer Kazmark, Asst. Supt. for Personnel and Secondary Education

July 2022

UNION-ENDICOTT CENTRAL SCHOOL DISTRICT