



Policy Number: 202 OLA

Series: 200 (Teachers)
Policy Title: Absences: Personal Day With Pay
Effective Date: May 11, 2016
Replaces Policy Dated: November 15, 2012
Version: 1.2

1.0 Purpose

The purpose of this policy is to define the guidelines for use of a personal day with pay for eligible contracted teachers.

2.0 Applicability

All contracted teachers are eligible to receive one personal with pay during the school year.

3.0 Policy

3.1 This personal day is granted in addition to absences for personal illness, leave for childbearing and child-rearing and professional purposes covered under Harrisburg Diocesan Policy 4151.5.

3.2 Notification for taking a personal day, using the Personal Day Form, should be given to the school principal (or designated alternate) a minimum of seventy-two (72) hours in advance of the actual day of the absence.

3.3 Personal days will be granted on a first come basis if a substitute can be provided so that the education of the students can proceed as normal.

3.4 The Administration has discretion to provide for an additional personal day(s).

4.0 References

4.1 Harrisburg Diocesan Policy 4151.5.

Rev. Michael P. Reid

Executive Pastor
Holy Trinity Parish
St. Peter Parish

Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
1	May 11, 2016	Three Year Periodic Review	OLA School Board	May 2019