



**Policy Number: 202 OLA**

**Series:** 200 (Teachers)  
**Policy Title:** Absences: Personal Day With Pay  
**Effective Date:** 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.

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.

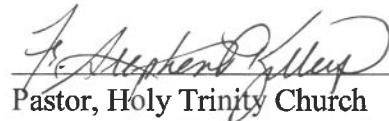
3.4 Personal days are not permitted the day before or the day after scheduled holiday days. Exceptions may be granted solely at the discretion of the Administration.


3.5 The personal day with pay outlined in this policy is not cumulative with time. In addition, salary for the day will only be paid if the personal day is taken.

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

**4.0 References**

4.1 Harrisburg Diocesan Policy 4151.

  
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Pastor, Holy Trinity Church

  
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Pastor, Saint Peter Church

Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
1	September 3, 2019	Three Year Periodic Review	OLA School Board	September 2022

**ABSENCES**

Professional Employees may not absent themselves from the school premises at any time during specified school hours without the permission of the Principal or his/her delegate.

If Professional Employees are absent for reasons other than those provided for by diocesan or local policies, salary may be deducted according to the loss of time.

Policy

Revised: April 17, 1996

NCD/Bishop of Harrisburg