



Syracuse City School District

# UNIT 7 Food Service:

## Your Attendance Matters



### CONTACT US

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Unit 7 Contract Dates 7/1/2019 – 6/30/2024

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#### Notice of Non-Discrimination

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District's non-discrimination policies should be directed to: Civil Rights Compliance Officer, Syracuse City School District, 725 Harrison Street • Syracuse, NY 13210, (315) 435-4131, Email: [CivilRightsCompliance@scsd.us](mailto:CivilRightsCompliance@scsd.us)

#### Family and Medical leave Act

The Family and Medical Leave Act (FMLA) entitles eligible employees of a covered employer (SCSD) to take an unpaid, job protected leave for specified family and medical reasons.

#### Uniformed Services Employment and Reemployment Rights Act

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects from discrimination or retaliation an employee who gives proper notice of the need for a military related absence and provides job reinstatement rights for up to five years. There is no requirement under USERRA to pay the employee for the military related absence.

### Save your days!

There are many important reasons to save your sick and/or personal days. Here are a few:

#### 1. Disability plan

The district does not have established disability plans or NYS disability insurance for employees. In the event of a catastrophic injury or unanticipated illness, your days can be used to cover an unforeseeable event.

#### 2. Personal day rollover

The unused personal days rollover into your accumulated sick leave balance at the end of each school year.

#### 3. Retirement incentive

Most of the union contracts now include language to pay out remaining sick days at the time of retirement.

### Recommendations:

1. Schedule doctor appointments after regular school hours, on school recess breaks or during the summer months.
2. Consider asking other family or friends to be a stand-by, if needed, to assist with childcare coverage when ill or on snow days.



every staff member...  
every day

# Why does attendance matter?

## As reported by the National Council on Teacher Quality (NCTQ):

Student achievement increases with regular attendance. It is estimated that 10 days of absences per year reduces mathematics achievement of fourth-grade students by 3.2% of standard deviation.



it leads to increased student achievement!

## Why me?

- 1 It takes **ALL** SCSD staff every day to support the work of the classroom.
- 2 Food Service Staff have a unique skill set and understanding of the dynamics of their area and their student's needs.

- 3 Support staff go through **Professional Development**, coaching and mentoring to enhance and improve their support strategies.
- 4 **You matter in the lives of our SCSD students.**



# What time can Unit 7 staff utilize? Starting July 1<sup>st</sup> every year:

## Sick Days

13

For use when you, the employee, are ill or for doctor appointments for yourself.

1. **New Hires** — New hires will be credited with 1 day after first month, 1 day for 2nd-5th months and 5 days after six months.
2. **Consecutive Absences** — “In those cases where sick leave is over five (5) days, the employee shall forward medical documentation and anticipated return date to the Health Services Office. The employee shall also call the building principal/supervisor to inform her or him of the anticipated date of return whenever possible.”

*The District reserves the right to request a physician's statement regarding any absence for medical reasons, regardless of the length of such absence. Further, they may be required, at the discretion of the Superintendent, to be examined by the Medical Director.*

## Death in Family

6

Up to six (6) days of leave for each death of an immediate family member:

Spouse, parent, sibling, child, grandparent, grandchildren (including in-laws and step family)

## Funeral

1

One (1) additional day to attend the funeral of any of the following family members:

Aunt, uncle, cousin, niece, nephew

## Holidays

The district recognizes federally established holidays.

## Recess Days

There are four holiday recesses each school year: in November, December, February and April. These recess periods are intended for 10-month school-based employees.

### → Planning Vacations

*Staff are cautioned NOT to commit themselves to any irrevocable plans for the April Break in the event that any or all of these days will be required to make up for lost student days in excess of the amount provided in the annual school calendar.*

## Contingency Days

Designated contingency days will be utilized to ensure that school closings do not cause the number of days in session to drop below the number required by law. The amount of days will be determined by the Superintendent and Board of Education each year. Contingency days are listed in the District's annual **Calendar Digest, Calendar/Handbook** and **One Page Calendar**.

**Wind Chill Day** (first 2 days) Do not report

**Wind Chill Day** (beyond 2 days) Report

**Snow Day** (beyond 2 days) Do not report

**Delay of School Opening** All staff reports unless otherwise instructed

## Personal/ Family Days

5

Five (5) days total per year to be split between Personal and Family Days

1. **Personal Days**—when you have personal matters which cannot be accomplished outside of the normal working hours (e.g., DMV, court, house closing, etc.). An employee of less than five (5) months of service is not eligible for personal leave. At the conclusion of five (5) months of service, the employee shall be entitled to two (2) personal/family illness days of leave for the remainder of the first school year of employment.
2. **Family Illness Days**—these days are when your family member, as defined in your union contract, is ill.



## How do I request a personal day?

1. Ask your **immediate supervisor** at least five (5) school days in advance. They will recommend approval/denial.

### \*Consecutive Personal Days or Personal Day Before/After Holiday

Complete the online request form for consecutive and/or personal days before/after holiday— at least five (5) days in advance. Provide supporting documentation of your request to Human Resources.

2. Once approved, enter your absence into the **Frontline Absence Management system** by:

1. Visiting the SCSD website at [www.syracusecityschools.com](http://www.syracusecityschools.com).
2. Selecting Frontline Absence Management from the Links list on the right under "About"
3. Logging in using your log-in information

**OR** by calling: (800) 942-3767

## Consecutive Personal Days & Personal Days Before/After Holiday\*

In accordance with the CBA- Article 3, Section C, it is understood that the use of personal time is to “attend to personal matters which cannot be accomplished during normal working hours.”

Use of consecutive personal leave days, except for reasons of family illness, shall be granted only after an employee has filed a request, in writing, with the Human Resources Department stating reasons for such absence. Requests which do not meet

the intent of the use of personal leave or are not filed sufficiently in advance will be denied.

Personal leave days may not be taken on days immediately preceding and/or subsequent to scheduled vacations/ recess, except in cases of family illness, or unless authorized by the Superintendent pursuant to a valid written request submitted by the employee.

\*CBA = Collective Bargaining Agreement

The Unit 7 CBA can be found on [www.syracusecityschools.com](http://www.syracusecityschools.com) on the Human Resources > Staff Relations page.