



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 work hours or on holidays.
2. Consider asking other family or friends to be a standby if needed to assist with childcare coverage.



CONTACT US

Syracuse City School District
Office of Human Resources
(315) 435-4171 | humanresources@scsd.us
District website: syracusecityschools.com
HR Connect (on staff intranet): scsd.sharepoint.com
Contract Dates 7/1/2014 – 6/30/2019

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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

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.



Syracuse City School District

UNIT 11

Supervisors & Managers:

Your Attendance Matters



every staff member...
every day

Why does attendance matter?

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

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

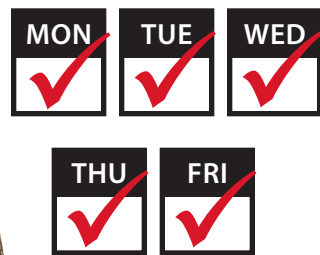


it leads to increased student achievement!

Why me?

- 1 It takes **ALL** SCSD staff every day to support the work of the classroom.
- 2 All staff have a unique skill set and understanding of the *dynamics in their classroom and their students' needs*.
- 3 Employees are offered **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 11 staff utilize?

Starting July 1st every year:

Sick Days (10 Month)	12
Sick Days (12 Month)	14
For use when you, the employee, are ill or for doctor appointments for yourself.	

1. **New Hires** — Members hired at any time other than on July 1 shall have, until the following July 1, the number of days prorated in direct proportion to when they were hired, with all fractional days rounded up to another sick leave day.
- 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	5
Up to five (5) 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

Vacation Days (12 Month Only)	
Years of Service	Days Earned
1	10
5	15
15	20
After completion of twenty (20) years of continuous service, members shall receive an additional vacation day for each year of service credited on July 1 st following their anniversary date, to a maximum of five (5) additional days following completion of the 25 th year.	

***CBA = Collective Bargaining Agreement**
The Unit 11 CBA can be found on www.syracusecityschools.com on the Human Resources > Staff Relations page.

Holidays
The district recognizes federally established holidays, as defined in the Unit 11 Article 15.

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)	10 M Do not report 12 M Do not report
Wind Chill Day (beyond 2 days)	10 M Report 12 M Report
Snow Day (beyond 2 days)	10 M Do not report 12 M Report
Delay of School Opening	All staff reports unless otherwise instructed

Personal Days (10 Month)	2
Personal Days (12 Month)	3
Two (2) days total per year for 10 month employees and three (3) days total per year for 12 month employees	

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.).

Family Days (10 Month)	4
Family Days (12 Month)	4
Four (4) days total per year	

1. **Family Illness Days**—these days are when your family member, as defined in your union contract, is ill.



Consecutive Personal Days & Personal Days Before/After Holiday*

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.

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
 - 2. Selecting **Frontline Absence Management** from the Links list on the right under
 - 3. Logging in using your Employee ID# and selected pin OR by calling: (315) 849-3614