



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

A stipend of \$22,500 or the daily stipend of \$75.00 per day times the number of accumulated sick days, whichever is greater.

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

Unit 2 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

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.



every leader...
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.

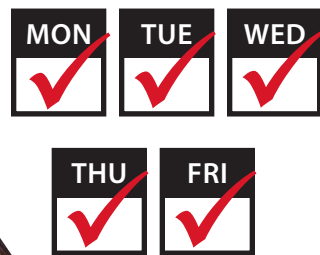


it leads to increased student achievement!

Why me?

- 1 It takes **ALL** SCSD staff every day to support the work of the classroom.
- 2 Educators have a unique skill set and understanding of the **dynamics in their school and their students' needs.**
- 3 Administrators and educators go through **Professional Development**, coaching and mentoring to enhance and improve their supervision instructional strategies.

4 **You matter in the lives of our SCSD students.**



What time can Unit 2 Leaders utilize? Starting July 1st every year:

Sick Days 17

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

1. New Hires — Members who are hired after July 1 will receive prorated sick leave.

Month Hired	IL	Month Hired	IL
July	17	January	9
August	16	February	7
September	14	March	6
October	13	April	4
November	11	May	3
December	10	June	1

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.

Buyback Days

- 1. Sick Leave** — Any member of the Unit may elect to convert up to six (6) unused accumulated sick leave days each year to his/her TSA account or receive a check at an amount equal to fifty percent (50%) of the applicable per diem rate.
- 2. Vacation** — Members may buy back a maximum of five (5) vacation days annually. To be compensated at 100% per diem (1/240) and distributed in a separate check after the August 15th payroll. In order to be approved, members must submit written requests for such extensions and/or payments to the Director of Personnel prior to June 30 of the closing school year. Personal leave days may not be used during the year in order to be eligible for the compensation choice.

*CBA = Collective Bargaining Agreement
Visit syracusecityschools.com and select Human Resources > Staff Relations for Unit 2 CBA.

Holidays

The district recognizes federally established holidays, as defined in the annual Administrative Bulletins.

Inclement Weather 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)	Report
Delay of School Opening	All staff reports unless otherwise instructed

Death in Family 6

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

Spouse, parent, guardian in loco parentis sibling, child, (including in-laws)

Funeral 1

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

Aunt, uncle, cousin, niece, nephew, grandchildren, grandparents

Personal/ Family Days 3

Three (3) days total per year

- 1. Personal Days**—Administrators shall be required to notify the Superintendent or his/her designee (immediate supervisor) at least five (5) days prior to the date of the leave, except under unusual circumstances. To be used when you have matters that cannot be accomplished outside of the normal working hours.
- 2. Family Illness Days**—Up to six (6) days paid leave will be granted for serious illness in the immediate family and shall be charged against personal or sick leave.



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.
- 2. Once approved, enter your absence into **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 "About".
 - 3. Log in using your District username and password **OR** by calling: (800) 942-3767

***Consecutive Personal Days or Personal Day Before/ After Holiday**
If consecutive, must be sent to the superintendent for consideration.