



## CONTACT US

Syracuse City School District

Office of Human Resources

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District website: [syracusecityschools.com](http://syracusecityschools.com)

HR Connect (on staff intranet): [scsd.sharepoint.com](https://scsd.sharepoint.com)

Unit 6 Contract Dates 7/1/2014 – 06/30/2020

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



Syracuse City School District

# UNIT 6 Operations: 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.



## Why me?

- 1

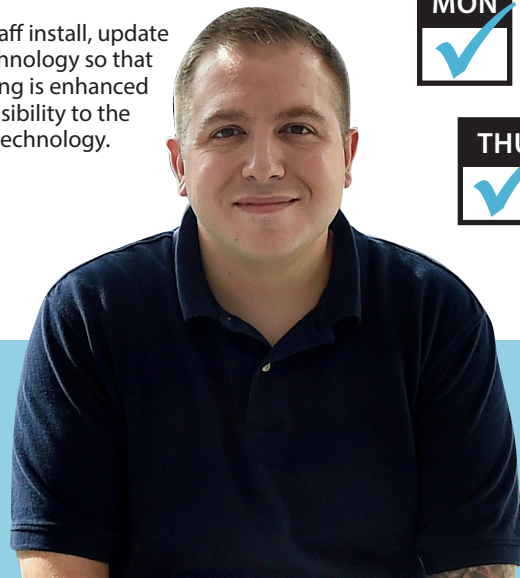
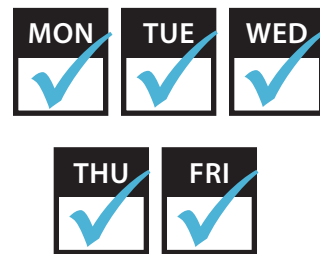
It takes **ALL** SCSD staff every day to support the work of the classroom.
- 2

Environmental and custodial attendance directly effects the cleanliness of the buildings and provides a healthy student learning environment.
- 3

Technology staff install, update and repair technology so that student learning is enhanced with the accessibility to the most current technology.
- 4

The drivers, mechanics, groundskeepers all provide support to ensure the needs of the students and staff are met on a daily basis.
- 5

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



# What time can Unit 6 staff utilize? Starting July 1<sup>st</sup> every year:

**Sick Days**

15

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

- 1. New Hires** — Newly hired employees will have unrestricted use of the allotted sick days based on their month of hire as shown in the schedule in Article 13 Section B of the Unit 6 contract.
- 2. Transportation Employees** — Transportation employees will need to notify their designated supervisor at least one half hour before due to report and 3 PM if the absence will continue into the next or following work day(s).

*Per the Administrative Bulletin #2, 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.*

**Bereavement Days**

**Immediate Family**

5

Up to five (5) days of leave for each death of an immediate family member:

Parent, guardian in loco parentis, sister, brother, husband, wife, grandparents, children, grandchildren, and including in-laws

**Other Family**

1

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

Aunt, uncle, cousin, niece, nephew, including in-laws

**Holidays**

Employees shall be entitled to legal and school holidays, as specified in the annual holiday schedule for non-teaching employees. To be paid for a holiday, a person must be present, or constructively present (drawing sick leave pay), on the day before and the day after the holiday.

Vacation Days	
Days Earned	Years of Service
10	1 – 7
15	8-16
20	17-22
25	23+

The staff may carry over into a new year their vacation time, however it must be used by December 31st of each year.

10 month Bus Drivers will be on duty from September 1 through June 30 excluding school recess periods.

**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	Report
Snow Day	Report
Delay of School Opening	All staff reports unless otherwise instructed

**Personal Days**

3

Three (3) days total per year

- 1. Personal Days**—when you have personal matters which cannot be accomplished outside of the normal working hours (e.g., DMV, court, house closing, educational or misc.).

**Family Days**

5

Five (5) days total per year

- 1. Family 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 the Office of 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 Login information.
- OR** by calling: (315) 849-3614

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

In accordance with the CBA- Article 16, Section E, it is understood that the use of personal time is to attend to personal matters which cannot be accomplished during normal working hours.

Personal leave days may not be taken on days immediately preceding and/ or subsequent to scheduled vacations, 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 6 CBA can be found on [www.syracusecityschools.com](http://www.syracusecityschools.com) on the Human Resources > Staff Relations page.