

SIMSBURY PUBLIC SCHOOLS GUIDELINES FOR PERSONAL ABSENCES

APPROVED

NOT APPROVED

Days
Allowed*

1. Religious observances	3 days	1. Days before or after vacation, unless of an emergency nature
2. Sickness or death of close relative or member of immediate household.	5 days	2. Vacations or recreational activities
3. Attendance in court or other legal reasons beyond the employee's control	5 days	3. Attendance at spouse-related business related activities.
4. Marriage	3 days	4. Visits by vacationing friends or relatives.
5. Wedding party - Days determined by role of individual and distance traveled.	3 days	5. Activities for which compensation is provided.
6. Parents' wedding anniversary - days determined by distance traveled.	2 days	6. Job hunting
7. Special family events, i.e., birth of child, grandchild, graduation of child, special honors for family or significant other.	3 days	7. Graduate course requirements, i.e., studying for exams, writing research papers.
8. Children to and from college	2 days	8. Coursework offered during school year, i.e., classes starting prior to closing of school in June or during vacation period.
9. College visitations with children.	2 days	9. Political activities - protest activities
10. Child leaving for or returning from military service.	2 days	10. Investment activities.
11. Family member/significant other leaving or returning from military service.	3 days	11. Physical examinations (charge to sick leave)
12. Unusual family responsibilities, i.e., transporting parent to Bradley International Airport, closing parents' home, helping parent to relocate, etc.	3 days	12. Personal illness (charge to sick leave)
13. Death of close friend - days determined by distance and circumstances.	2 days	13. House hunting
14. Class reunions, 25 years or over - days determined by distance and program	2 days	14. Shopping for new car
15. Emergencies beyond individual's control, i.e., car breakdown, cancelled flights, storms, fire, automobile accident, flooding, heating, sewage or water failure, etc.	3 days	15. Association or Federation activities, unless of educational nature; Example: Conference on negotiations denied; conference on media approved.
16. Victim of assault, robbery, vandalism, etc.	5 days	16. Attending conferences of civic, social, recreational, fraternal, religious or health-related organizations.
17. Purchase or sale of home or property	1 day	
18. Moving	2 days	
19. Required visits to certification or retirement boards.	1 day	
20. Attending special state or national government ceremonies	3 days	
21. Testifying before legislative committees	1 day	
22. Planning activities for sabbatical leaves.	2 days	
23. Services on committees appointed by Governor, legislative leaders, State Department of Education, etc.	3 days	
24. Organizational activities directly related to educational concerns.	3 days	
25. Confidential reasons: individuals must certify that absence meets qualifications identified in the guidelines.	3 days	

**Days allowed are guidelines only.*