



# UPPER ARLINGTON SCHOOLS

SERVE, LEAD, SUCCEED

<b>To:</b>	Certified Staff Members
<b>FROM:</b>	Kathleen Jenney, Associate Superintendent of Human Resources and Operations
<b>DATE:</b>	July 23, 2020
<b>SUBJECT:</b>	Personal Leave for 2020-2021 School Year

In accordance with Section 10.3 of the Collective Bargaining Agreement, personal leave for the following dates must be requested by meeting the following criteria: You must come to Central Office and submit your request 20 days in advance, you must be in the first five percent of your bargaining unit to request the day(s), and you may not submit more than two requests per school year. Failure to follow the aforementioned criteria will result in a denial of request(s) for restricted personal leave.

Date Requested		Must be Requested By
August 17, 2020	CONTRACTUAL DAY–MAY NOT BE TAKEN	
August 18	SECOND CONTRACTUAL DAY–MAY NOT BE TAKEN	
September 4	Prior to Labor Day	August 14
September 8	After Labor Day	August 19
October 16	END OF GRADING PERIOD-(GRADES 6–12 ONLY) MAY NOT BE TAKEN	
November 2*	END OF GRADING PERIOD (FIRST TRIMESTER K-5) MAY NOT BE TAKEN	
November 24	Prior to Thanksgiving	November 4
November 30	After Thanksgiving	November 10
December 22	END OF GRADING PERIOD 2 <sup>ND</sup> QTR/1 <sup>ST</sup> SEMESTER (GRADES 6-12 ONLY) MAY NOT BE TAKEN	
December 22	Prior to Winter Break	December 2
January 4, 2021	After Winter Break	December 15
January 15	Prior to Martin Luther King Day	December 25
January 19	After Martin Luther King Day	December 30
February 12	Prior to President’s Day	January 22
February 16	After President’s Day	January 27
March 12*	Prior to Spring Break; END OF GRADING PERIOD – MAY NOT BE TAKEN (End 2 <sup>nd</sup> Trimester K-5/3 <sup>RD</sup> Qtr 6-12)	
March 22	After Spring Break	March 2
April 1	Prior to no school day on April 2	March 12
April 5	After the no school day on April 2	March 16
May 7	Friday in May	April 16
May 10	Monday in May	April 20
May 14	Friday in May	April 23
May 17	Monday in May	April 27
May 21	Friday in May	April 30
May 24	Monday in May	May 4
May 27*	Last day for Students END OF GRADING PERIOD – MAY NOT BE TAKEN (End 3 <sup>rd</sup> Trimester K-5/4 <sup>th</sup> Qtr 6-12)	
May 28	LAST CONTRACTUAL DAY–MAY NOT BE TAKEN	

\*District employees serving multiple buildings may not take three designated days for trimester:

November 2, March 12 and May 27

For buildings that administer semester and final exams, personal leave may not be taken during the exam periods:

The “tentative” dates for grades 9 - 12: December 18, 21 and 22

End of year “tentative” exams for grade 12: May 21; “tentative” exams for grades 9 – 11: May 25, 26 and 27