

Personal Day Restrictions for Teachers and ESP Employees 2024-25 School Year

As questions about personal leave arise, please refer to the teacher comprehensive agreement, page 12-13 or ESP comprehensive agreement, page 12. Comprehensive Agreements can be found [here](#). There are changes related to personal leave and restricted days as the result of negotiations. There are three (3) restrictions when using personal leave which is highlighted below.

- 1) No personal leave during conferences.
- 2) No personal leave during the first or last 5 days of student contact
- 3) No personal leave immediately before spring break

The chart summarizes the specific dates that are restricted based on the school calendars and provides the last day an employee may take personal leave.

DISTRICT CALENDAR		DOWNTOWN SCHOOL CALENDAR		PRESCHOOL CALENDAR	
August 26-30, 2024	First week of student contact	August 26-30, 2024	First week of student contact	September 9-13, 2024	First week of student contact
October 9, 2024	Conferences	October 23-24, 2024	Conferences	October 9, 2024	Conferences
February 11, 2025	Conferences	February 5-6, 2025	Conferences	February 11, 2025	Conferences
March 14, 2025	Day before break	March 14, 2025	Day before break	March 14, 2025	Day before break
May 29 – June 4, 2025	Last week of student contact	June 11-17, 2025	Last week of student contact	May 27 – June 3, 2025	Last week of student contact
<i>Last day for personal leave May 28, 2025</i>		<i>Last day for personal leave June 10, 2025</i>		<i>Last day for personal leave May 26, 2025</i>	

There are times when a staff member may want to request an exception to these restrictions for a once in a lifetime event. In that case, they will need to fill out the Leave Request Form which can be found on @DMPS under Talent & Personnel https://fs3.formsite.com/HumanResourcesDMPS/leave_request/index.html.

Examples of personal leave requests that are “generally” considered a once in a lifetime event:	Examples of personal leave requests that ARE NOT “generally” considered a once in a lifetime event:
<ul style="list-style-type: none"> • Wedding – personal or immediate family member • Graduation of an employee’s child • Military celebration of immediate family member • Moving an employee’s child to college • Unique sporting event situation – Olympics • Other unique situations 	<ul style="list-style-type: none"> • Birthday or Anniversary trip • Vacation • Business trip not related to school district business • A trip won by a family member • A trip paid for by a family member or friend • Family reunion • Sporting competitions for children (i.e., sport travel team events) • Bachelorette/Bachelor party • Chaperone for a DMPS or HS trip
<p><i>* The number of approved days will be determined based on the documentation provided and past similar situations.</i></p>	