



# SIMSBURY PUBLIC SCHOOLS GUIDELINES FOR PERSONAL ABSENCES

## APPROVED

	Days Allowed*
1. Religious observances	3 days
2. Sickness or death of close relative or member of immediate household.	5 days
3. Attendance in court or other legal reasons beyond the employee's control	5 days
4. Marriage	3 days
5. Wedding party - Days determined by role of individual and distance traveled.	3 days
6. Parents' wedding anniversary - days determined by distance traveled.	2 days
7. Special family events, i.e., birth of child, grandchild, graduation of child, special honors for family or significant other.	3 days
8. Children to and from college	2 days
9. College visitations with children.	2 days
10. Child leaving for or returning from military service.	2 days
11. Family member/significant other leaving or returning from military service.	3 days
12. Unusual family responsibilities, i.e., transporting parent to Bradley International Airport, closing parents' home, helping parent to relocate, etc.	3 days
13. Death of close friend - days determined by distance and circumstances.	2 days
14. Class reunions, 25 years or over - days determined by distance and program	2 days
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
16. Victim of assault, robbery, vandalism, etc.	5 days
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

## NOT APPROVED

1. Days before or after vacation, unless of an emergency nature
2. Vacations or recreational activities
3. Attendance at spouse-related business related activities.
4. Visits by vacationing friends or relatives.
5. Activities for which compensation is provided.
6. Job hunting
7. Graduate course requirements, i.e., studying for exams, writing research papers.
8. Coursework offered during school year, i.e., classes starting prior to closing of school in June or during vacation period.
9. Political activities - protest activities
10. Investment activities.
11. Physical examinations (charge to sick leave)
12. Personal illness (charge to sick leave)
13. House hunting
14. Shopping for new car
15. Association or Federation activities, unless of educational nature; Example: Conference on negotiations denied; conference on media approved.
16. Attending conferences of civic, social, recreational, fraternal, religious or health-related organizations.

*\*Days allowed are guidelines only.*