



Explanation
CIEA Early On Mandatory Leave Days
Effective July 1, 2021

Beginning with the 2021-2022 school year, the Early On calendar will consist of 198 available work days. Early On team members will select five (5) of those calendar days to take off as Mandatory Leave Days (MLD).

MLD's are subject to the following guidelines:

- Days must be taken between July 1 and June 30 of the contracted calendar year.
- No more than two of the five days may be requested between July 1 and August 31.
- No more than two staff members can be off for MLD on any given day.
- Staff will not receive pay in lieu of taking a MLD.
- Requests must be made at least one week in advance of the date requested.
- Requests are approved on a first come first serve basis. Preference will be given based on the date and/or time requests are emailed to the supervisor.

Mandatory Leave Request forms are available via email from the Early On Administrative Assistant. Once approved by your Supervisor, you will be notified of the approval through DocHub. All approved requests will be forwarded to Human Resources.

MANDATORY LEAVE DAY REQUEST FORM

NAME:

DATE(S) REQUESTED:

SUPERVISOR APPROVAL:

DATE:

FOR SUPERVISOR/HR:

DATE/TIME REQUEST RECEIVED:

NUMBER OF DAYS REQUESTED:

NUMBER OF DAYS REMAINING FOR THIS EMPLOYEE: