

REQUEST FOR AN EXCEPTION TO THE MASTER AGREEMENT/TEACHER CONTRACT:

Article 10 - Leaves: Paid Time Off (PTO) requests for exceptions

The request for using leave during blackout dates as identified by Article 10.1E, and consecutive leave as identified by Article 10.1F is a request for an exception for your unique situation because you have a significant need to break your contract that qualifies as an exceptional, hardship or special situation. These blackout dates have been set because absences that fall within these timeframes can cause a significant burden on the organization and your colleagues.

To request an exception an employee must:

1. **Complete the Request for an Exception Form** and submit the completed form to Bunny Taylor. Unless a hardship request prevents it, this form should be submitted three days prior to the requested leave date.
2. **Schedule a meeting with the Superintendent** to discuss the request for an exception. You should schedule this meeting through Bunny Taylor, btaylor@lakecountyschools.net 719-486-6805 or 719-293-0738.
3. **Your Supervisor will be asked to complete a checklist form regarding this request.**

Exceptional, Hardship and Special situations are up to the discretion of the Superintendent and can not be appealed or refuted. The following definitions are not binding but have been created to support the employee in understanding if a situation might qualify for an exception.

- **“Exceptional situations”** Leave arising from a serious, important, and directly life changing event of the Employee with a high degree of uniqueness and time sensitivity that the ability to replicate the event at another time is impossible. Leaves related to recreation/leisure/reunions do not qualify as exceptional situations even if they are perceived by the Employee as a serious, important, life changing event with a high degree of uniqueness. Note that exceptional situations are considered rare and therefore rarely granted.
- **“Hardship situations”** A new condition that is difficult to endure arising from a set of circumstances requiring immediate/specific attention that has risen without opportunity to overcome the leave “blackout” dates.
Example: Loss of daycare within 24 hours
Non Example: Loss of daycare more than 24 hours prior
- **“Special situations”** Leave arising from situations that are highly valued or important because of unusual qualities. This includes any situations that would qualify as exceptional situations. A significant consideration of the granting of Special situations is dependent on considerations of building specific impacts the leave would have on the organization.

*Note that requests for exceptions for consecutive days under 10.1F are defined differently with the intent to be a bit easier to obtain as we believe that, through proper planning, consecutive days can be scheduled without being as significant a burden to the organization as the blackout dates. We want to support our employees in having the opportunity to, upon special situations and without overuse of this exception, the ability to use consecutive days.

Contract Exception Request Form: Exceptional, Hardship or Special Situation

The request for using leave during blackout dates as identified by the Master Agreement Article 10.1E, and consecutive leave as identified by Article 10.1F is a request for an exception to the

negotiated agreement for your unique situation because you have a significant need to not fulfill your contractual obligations as outlined within the master agreement that qualifies as an exceptional, hardship or special situation. These blackout dates have been set because absences that fall within these timeframes can cause a significant burden on the organization and your colleagues. Exceptional, Hardship and Special situations are granted only by the Superintendent and can not be appealed or refuted.

The following form shall be used to request an exception to the negotiated agreement and should be submitted at least three working days prior to the absence. To request an exception to the master agreement, you will need to schedule a meeting with the Superintendent of schools and submit the following form to the Superintendent in advance of this meeting.

Name of Teacher/SSP requesting exception: _____

Date form is submitted: _____

Dates of request for leave: _____ **to** _____

What events will occur in your building during the time of absence

Event Title: _____ Event Date(s): _____

Event Title: _____ Event Date(s): _____

Event Title: _____ Event Date(s): _____

Event Title: _____ Event Date(s): _____

Event Title: _____ Event Date(s): _____

List the exceptions to your contract you have been granted in the past starting with the most recent.

Exception Reason: _____ Date: _____

Exception Reason: _____ Date: _____

Exception Reason: _____ Date: _____

Contractual obligation not being met:

☐ Extending Thanksgiving, winter or spring break, during the first four weeks (including in-service days), or the last two weeks of the teacher contract year.

☐ More than two consecutive contract days.

Situation Type:

☐ **Exceptional situation**

A **serious, important, and directly life changing** event **of the Employee** with a high degree of **uniqueness and time sensitivity** that the ability to replicate the event at another time is impossible. Leaves related to recreation/leisure/reunions do not qualify as exceptional situations even if they are perceived by the Employee as a serious, important, life changing event with a high degree of uniqueness. Note that exceptional situations are considered rare and therefore rarely granted.

☐ **Hardship situation**

A **condition** that is **difficult to endure** arising from a set of **circumstances** requiring **immediate/specific attention** that has risen **without opportunity** to overcome the leave "blackout" dates.

☐ **Special situation**

A situation that is **highly valued or important** because of **unusual qualities**. This includes any situation that would qualify as an exceptional situation. A significant consideration of the granting of Special situations is dependent on considerations of building specific impacts the leave would have on the organization. Please note that special situations may not be granted beyond 5 days due to the impact on students.

Rationale for leave falling within the situation type selected:

Please explain how your rationale meets all of the blue words included in the situation type you have selected.
