

Resolution 2324R-001 Time Off for Mental Health: Implementation Recommendation

In accordance with Resolution 2324R-001: Time Off for Mental Health, the Administration brings forward two recommendations for consideration.

Option #1: 5 Consecutive Days

- 12-month non-school based staff may take up to 5 consecutive days off from work for mental wellness.
- 12-month non-school based staff may take the 5 consecutive days off for mental wellness between July 1-31.
- 12-month non-school based staff are required to submit an Absence Report form requesting the time off from work for mental wellness to their supervisor.
 - Request are not guaranteed for the specific days requested dependent upon the needs of the department; alternate dates may be given within the month of July to ensure time off from work for mental wellness is given.
- All departments must maintain staff daily to ensure essential operations continue during the month of July.

Option #2: Extended Weekend

- 12-month non-school based staff may take a total of up to 5 workdays (restricted to Mondays and Fridays only) off between July 1-31 for mental wellness.
- 12-month non-school based staff are required to submit an Absence Report form requesting the time off from work for mental health to their supervisor. All 5 days must be requested at one time.
 - Request are not guaranteed for the specific days requested dependent upon the needs of the department; alternate dates may be given within the month of July to ensure time off from work for mental wellness is given.
- All departments must maintain staff daily to ensure essential operations continue during the month of July.

While 12-month non-school based staff are encouraged to take the time off work for mental wellness, it is not mandatory that they do so. Additionally, the time off work for mental wellness can only be taken during the Month of July, may not be carried over to other months nor rolled over to subsequent years and may not be accumulated or paid out at any time including but not limited to resignation, retirement or vacation payout.

*Time-off from work for mental wellness is defined as a regularly scheduled workday where the employee will have time off from work for mental wellness during the month of July, not to include the Fourth of July holiday, or a deduction from vacation or sick leave.