

Know Your Contract



PERSONAL LEAVE Article 34

- We're entitled to 2 Personal Days a year that can be used for personal affairs including marriage, entering a child in college, religious observance, and more.
- Personal Days are not intended for "recreational purposes or for extending a weekend or vacation period."
- The reason for a Personal Day does not need to be disclosed to the administration, unless it's attached to a holiday period.
- If you need more than 2 Personal Days in a single school year, you can apply for them, but will need to give the reason (and possibly documentation) for the leave.
- Fill out the [Personal Leave Application](#) and submit it to your principal.
- Unused Personal Days roll over into your Sick Leave bank on July 1*.

* **PRO TIP:** In the final year before retirement, your 2 Personal Days do not roll over into Sick Leave, so use them or lose them.



See Article 34, p. 59, in GNTA's 2023-28 collective bargaining agreement for more information, or speak to your BRC rep if you have any questions.