

USE OF MENTAL HEALTH DAYS

REGULATION

Mental health days will be allocated one day per semester. For the purposes of allocating and using mental health days, semester dates are from July 1 through December 31 for the fall semester and January 1 through June 30 for the spring semester. Each mental health day is equivalent to the percentage of the day worked (i.e., if the employee is part-time and works only ½ days, the employee will receive two ½ days). Mental health days will not roll over into the subsequent school year nor accumulate. Unused mental health days do not roll over to the next semester. Upon separation of employment, an employee eligible for mental health days will not be compensated for any unused mental health days. Substitutes are not eligible for mental health days.

In addition, employees must adhere to the following guidelines for use of mental health days:

- The employee is responsible for recording the absence in the time and attendance system as well as the Smart Find Express system if applicable.
- Mental health days cannot be taken on mandatory attendance days (i.e., required professional development, STAAR testing, etc.) or before or after District holidays and/or breaks as reflected on the current instructional calendar.
- Mental health days must be utilized in full-day increments for full-time staff and cannot be taken in half day increments.
- Substitutes can only be secured for teacher absences. All other staff will need to select “no substitute required” when submitting an absence for a mental health day.