

**THE SCHOOL DISTRICT OF PHILADELPHIA
EDUCATION CENTER
440 NORTH BROAD STREET
PHILADELPHIA, PENNSYLVANIA 19130**

OFFICE OF TALENT

**TELEPHONE (215) 400 - 4650
FAX (215) 400 - 4631**

TO: Activity Managers for Discretionary Time Off
FROM: Office of Classification and Compensation
SUBJECT: Procedures for Discretionary Time Off

These procedures will assist you with the authorization and record keeping for Discretionary Time Off. Discretionary time may be considered for work that includes supporting evening, weekend events or on holidays to complete a project. Discretionary time is not awarded on an hour for hour basis and should not be used for additional hours that are routinely worked. Please note that the amount of discretionary time off granted is at the discretion of the department manager with pre-approval in writing by the Department Chief.

1. Deputies will e-mail their requests for employees to receive discretionary time off to the Department Chief which includes the name of the employee and the dates and hours worked for the assignment for which discretionary time off is to be awarded with the recommended amount of time, either a half day or full day.
2. The Department Chief reviews the request and approves, denies, or modifies the discretionary time off award. Chiefs can send the request to the Chief Talent Officer if there is a dispute, but it is otherwise not required.
3. The Department Chief e-mails the Deputy about the approved, denied or modified discretionary time off award.
4. The Deputy communicates to the employee that discretionary time off will be awarded.
5. A spreadsheet is maintained by the department reflecting the date, assignment and hours worked for the discretionary time off award and the date and day (half day or full day) when the discretionary time off is taken and any remaining days for discretionary time off.
6. The employee submits the Request for Absence (SEH-86) at least one day in advance of using the discretionary time off.
7. The Deputy approves the Request for Absence (SEH-86), checks the box for other and enters the pay type code F23 (approved leave with pay).
8. Discretionary time off should be used within the fiscal year that it was awarded.
9. Use of discretionary time off is allowed while the employee works in the unit that awarded it. Unused discretionary time off is lost when an employee moves to a different organizational unit, or when an employee leaves the District.
10. Unused discretionary time off cannot be paid out upon termination of service.