
MCEA Staff Personal Day Request Link:

Please **bookmark the following link** to submit all personal day requests:

 [Personal Day Request Form](#)

This process is contractually required for all MCEA staff and aligns with the MCEA Collective Bargaining Agreement, Article X – Absences Other Than Leaves, Section I: Personal Days.

If your request is denied and you wish to appeal, please email hr@midlandps.org to initiate a review.

How to Submit a Personal Day Request:

1. Complete the Google Form linked above. The form is also accessible via the Human Resources website.
2. Requests should be submitted **at least 45 calendar days in advance** to be considered for automatic approval under contract guidelines.
3. For personal days taken **immediately before or after a holiday or vacation**, a minimum of **two (2) weeks' notice** must be provided to your immediate supervisor, in accordance with the MCEA contract.
4. See detailed instructions on the next page for step-by-step guidance.

Approval Guidelines:

Per the MCEA contract:

- **Up to 20 MCEA staff district-wide** may be automatically approved for any given date based on the order of submission.
 - Requests that fall within this limit will be auto-approved.
 - **Once approved**, you must enter the absence into **Red Rover** for accurate absence tracking and substitute coverage.
- Requests that exceed the 20-staff district-wide threshold or that are submitted less than 45 days in advance will be flagged for **manual review** by Human Resources.

For days immediately before or after holidays or vacation breaks:

- Requests must be submitted **at least two (2) weeks in advance** to your immediate supervisor.
- No more than **15% of MCEA staff in any individual building** may be approved for a personal day on these dates.
- Requests exceeding this 15% building-level limit will be flagged and manually reviewed by HR.

Review & Communication:

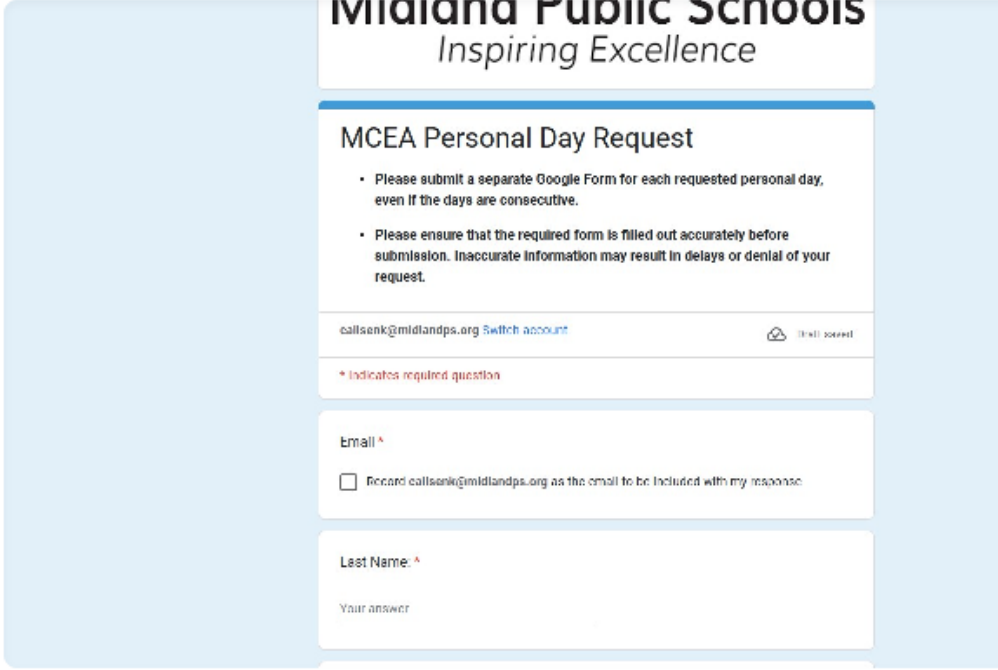
- If your request exceeds the established limits (district-wide or building-specific), Human Resources will be notified for manual review and may reach out to you directly for further discussion.
- All **approved requests must be entered into Red Rover** to finalize the absence and initiate substitute coverage, where needed.

Annual Carryover & Conversion Reminder:

- Each bargaining unit member receives three (3) personal days per year.
- **One (1) unused personal day** may be carried over into the following school year (maximum of four available days).
- Any **unused personal days not carried over** will be **added to your personal illness leave bank**.


Step-by-step Guidance:

1 Navigate to https://docs.google.com/forms/d/e/1FAIpQLSeCztr_a1...



MCEA Personal Day Request

- Please submit a separate Google Form for each requested personal day, even if the days are consecutive.
- Please ensure that the required form is filled out accurately before submission. Inaccurate information may result in delays or denial of your request.

callsenk@midlandps.org [Switch account](#)  [Print form](#)

* Indicates required question

Email *

☐ Record callsenk@midlandps.org as the email to be included with my response

Last Name: *

Your answer

2

Click here to record your email.

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callsenk@midlandps.org [Switch account](#) Draft saved

* Indicates required question

Email *

☐ Record callsenk@midlandps.org as the email to be included with my response


Last Name: *

Your answer

First Name: *

3 Click here to fill in your Last Name.

Please ensure that the required form is filled out accurately before submission. Inaccurate information may result in delays or denial of your request.


callsenk@midlandps.org [Switch account](#)  Draft saved

* Indicates required question

Email *

☒ Record callsenk@midlandps.org as the email to be included with my response

Last Name: *

 Your answer _____

First Name: *

Your answer _____

Building: *


☐ Pre-Primary

☐ Adams

4 Type your Last Name

5 Click here to fill in your First Name.

Review errors, and the response form is email and accuracy before submission. Inaccurate information may result in delays or denial of your request.

callsenk@midlandps.org [Switch account](#)  Draft saved

* Indicates required question

Email *

☒ Record callsenk@midlandps.org as the email to be included with my response

Last Name: *

Your Last Name

First Name: *

Your answer

Building: *

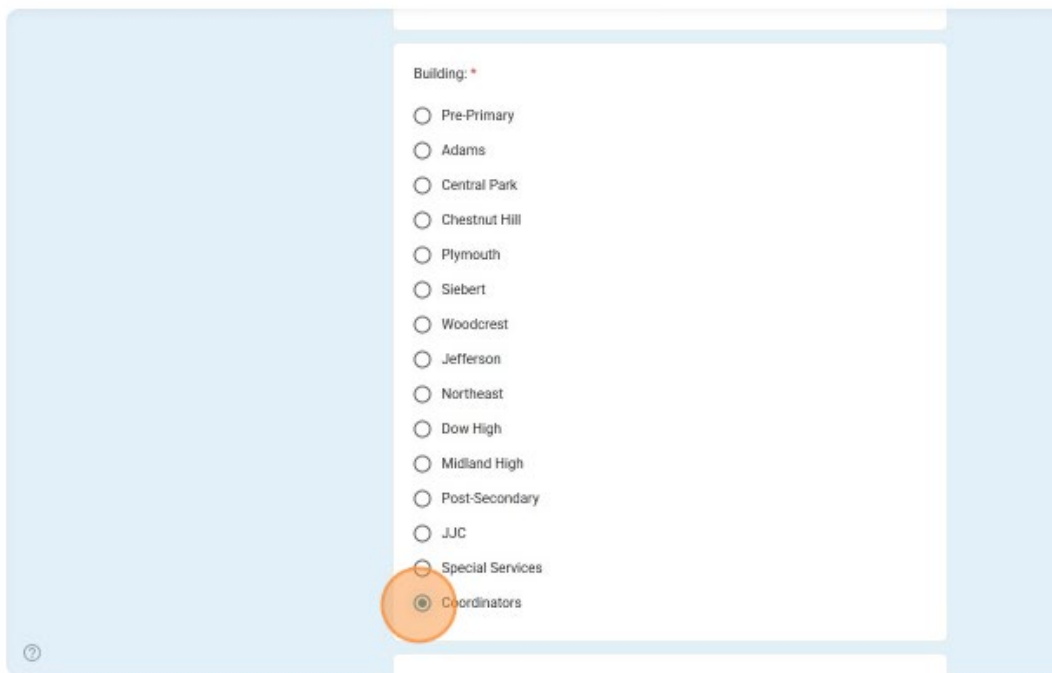
☐ Pre-Primary

☐ Adams

6 Type your First Name

7

Click here to select your home building/department



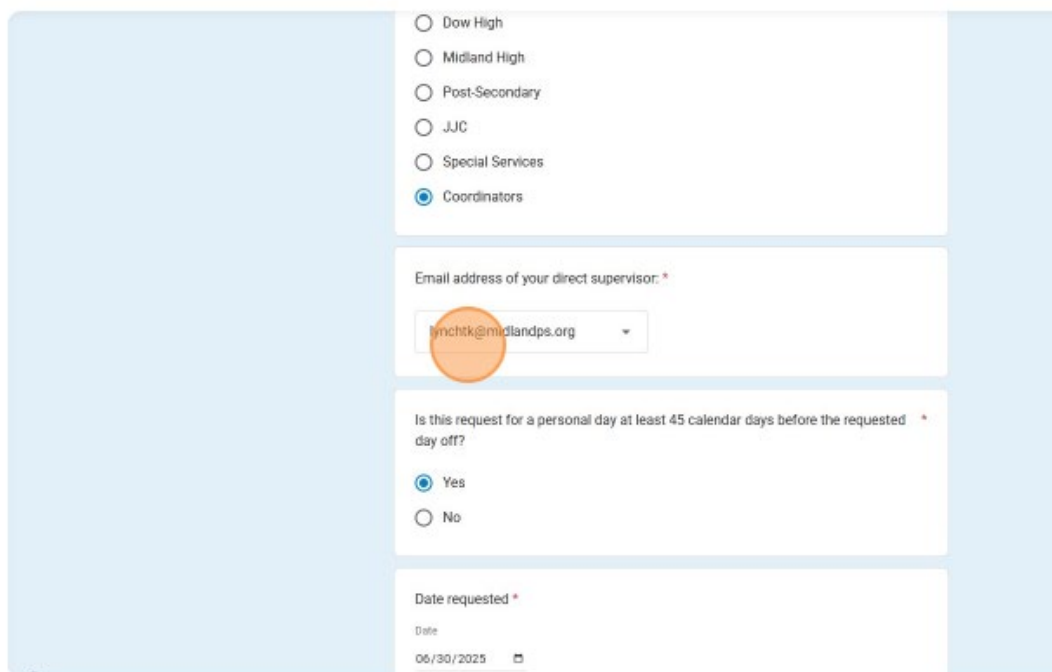
Building: *

- ☐ Pre-Primary
- ☐ Adams
- ☐ Central Park
- ☐ Chestnut Hill
- ☐ Plymouth
- ☐ Siebert
- ☐ Woodcrest
- ☐ Jefferson
- ☐ Northeast
- ☐ Dow High
- ☐ Midland High
- ☐ Post-Secondary
- ☐ JJC
- ☐ Special Services
- ☒ Coordinators

?

8

Click here in the dropdown to select your supervisors email address



☐ Dow High

☐ Midland High

☐ Post-Secondary

☐ JJC

☐ Special Services

☒ Coordinators

Email address of your direct supervisor: *

Is this request for a personal day at least 45 calendar days before the requested day off? *

☒ Yes

☐ No

Date requested *

Date

06/30/2025

9 Click to choose your supervisors email address

blasysm@midlandps.org
cochranjs@midlandps.org
doanmm@midlandps.org
gatesam@midlandps.org
pelessla@midlandps.org
renfrotd@midlandps.org
rinkekm@midlandps.org
sauvecn@midlandps.org
schurmanta@midlandps.org
sherryaj@midlandps.org
seybertkt@midlandps.org
wahaci@midlandps.org
lynchtk@midlandps.org

Date requested *

Date

06/30/2025

10 Click here and choose yes or no if your personal day is at least 45 calendar days before the requested day off.

☐ Special Services
☒ Coordinators

Email address of your direct supervisor: *

lynchtk@midlandps.org

Is this request for a personal day at least 45 calendar days before the requested day off? *

☒ Yes
☐ No

Date requested *

Date

06/30/2025

A copy of your responses will be emailed to callsenk@midlandps.org.

Submit

- 11 Click this date field to select your requested personal day.

A screenshot of a Google Form interface. At the top, there are three radio button options: 'JUL' (selected), 'Special Services', and 'Coordinators'. Below these is a text field labeled 'Email address of your direct supervisor: *' containing the email 'lynchtk@midlandps.org'. The next question is 'Is this request for a personal day at least 45 calendar days before the requested day off?' with 'Yes' and 'No' radio buttons; 'No' is selected. The 'Date requested *' field shows the date '06/30/2025' and is highlighted with a large orange circle. At the bottom, there is a 'Submit' button and a 'Clear form' link. A footer note states: 'A copy of your responses will be emailed to callsenk@midlandps.org.'

- 12 Click "Submit"

A screenshot of the same Google Form, but now the 'Submit' button is highlighted with a large orange circle. The 'Date requested' field now shows '07/22/2025'. The 'Submit' button is a blue rectangle with the word 'Submit' in white. The 'Clear form' link is still present. The footer text remains the same: 'A copy of your responses will be emailed to callsenk@midlandps.org.' and 'Never submit passwords through Google Forms.' Below that, it says 'This form was created inside of Midland Public Schools - [Contact form owner](#)' and 'Does this form look suspicious? [Report](#)'. The 'Google Forms' logo is at the bottom.