



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

To: **All Employees**

Date: December 15, 2021

From: **George Arlotto, Ed.D.** *GPA*
Superintendent of Schools

Instructions:

Subject: **Employee Personal Wellness
Time**

Copies to: Board Members
AFSCME
AEL
SAAAAC
TAAAC

Colleagues,

At its November 17, 2021, meeting, the Board of Education approved a two-hour early dismissal for all schools on Thursday, December 23, 2021. The day was one of three that I proposed in order to provide more time for employees to focus on their own personal wellness. The Board is currently examining additional ways to address this issue.

The purpose of this time is to allow employees to – at least for a few hours – put aside the challenges and pressures with which we have all been dealing and spend time involved in a self-chosen activity. I truly hope that every one of our employees will do this. Self-care is very important.

As it relates to December 23, all employees with the exception of certain Unit III personnel or part-time employees who have student coverage responsibilities will be allowed to leave their work location two hours earlier than their scheduled time with no loss in compensation. Unit III employees who must remain at work to perform necessary duties, secure buildings, etc., or part-time employees with student coverage responsibilities will be provided with alternatives so that they are treated equitably. Unit III employees who are assigned to evening shifts will be brought into work early on December 23 to allow them to take advantage of the personal wellness time.

Teachers and other school-based Unit I employees will be permitted to leave their schools once all students have been dismissed and they have been cleared to leave by their principal. Other school-based employees and employees at Central Office and satellite locations will be permitted to leave their work locations two hours earlier than normal.

I realize this has been a difficult year for everyone. Please know that I appreciate all that you continue to do for our students. I wish you a Happy Holiday and prosperous New Year!