

# Release Days for Special Ed Case Managers:

## FAQs:

- **Who is eligible to take release days?**

*All CVE Bargaining Unit Members who are Special Education Case Managers are provided with 4 release days to be used during the school year.*

- **What defines a case manager?**

*All RSP, SDC (Mild/Mod, Mod/Severe), and any other Special Education Educators who are case managers for a student with an IEP (LSH/SLP, APE)*

- **What is the absence code?**

*Code 11 & then Code 68. Case Managers are responsible for arranging for their own sub. When securing your sub online, use code 11. Then, because each case manager gets 4 days, and the AESOP doesn't support a limit of days per code, you must then either email the sub desk ([essc.subdesk@cvesd.org](mailto:essc.subdesk@cvesd.org)) or have your secretary contact sub desk to change it to 68 so that a record of days taken per person can be tracked.*

- **When can these days be taken?**

*Special Education Case Managers should use their professional judgment to determine the when it would be most beneficial. There is no stipulation that they must be taken 1 per quarter. They are not a part of our open minimum days.*

- **Do I have to inform my administrator?**

*There is nothing in our agreement stating this is a requirement. However, it's always nice to give them a heads up, especially if you have any high profile students or you are CTI trained.*

- **How many do I get this year?**

*Four.*

- **Can I take a ½ day or multiple days in a row?**

*Yes, release days may be taken in ½ day increments. They may also be taken in multiples.*

- **What happens if there is no sub or my sub gets pulled?**

*If there is no sub or your sub gets pulled, then you are entitled to another release day.*

- **Will I have to make up missed services?**

*No. These days are in no way a denial of FAPE. Services do not have to be made up.*

- **Since I have to stay on campus, where can I work?**

*Case Managers should work with their administration to provide a location free from interruptions. Case managers should not have to be in their work space if there are children there at the same time.*

- **What happens if my principal needs me for something (for example, an out of control child) during a release day?**

*There shall be NO interruptions. This day should be treated the same as if you were not on campus. **If for some reason, you are pulled for ANY reason, keep track of your time because it will have to be made up.***

- **Are there limitations on what I can use my release day for?**

*The only restrictions are that you must be working on activities related to an IEP; testing, progress reports, writing goals, writing the IEP, etc.*

November 19, 2018 CVE

November 29, 2018 CVE