

**Leave Information – Quick Reference**

Description	Teachers	Nurses	10 Month Pro Tech Hourly	12 Month Pro Tech Hourly	Paras	Food Service	Custodial Grounds Maintenance	12 Month Pro Tech Salary	10 Month Pro Tech Salary	212 Day Admin	222 Day Admin	12 Month Admin (261)
<b>B &amp; E</b> <ul style="list-style-type: none"> <li>Must Match one of the requirements</li> <li>Appeals to Mitch Mollring</li> </ul>	*3 Days	*3 Days	*3 Days	*2 Days	*3 Days	*3 Days	*2 Days	*2 Days	*3 Days	*2 Days	*2 Days	*2 Days
<b>Personal Leave</b> <ul style="list-style-type: none"> <li>No Reason Needed</li> <li>*This is 2 of the 3 B &amp; E.</li> </ul> <b>Daily Allotment</b> <ul style="list-style-type: none"> <li>1 per elementary/middle school</li> <li>2 per high school</li> <li>See Block Out Days</li> </ul>	*2 Days	*2 Days	No	No	No	No	No	No	No	No	No	No
<b>Vacation</b> <ul style="list-style-type: none"> <li>Requires Supervisor Approval</li> <li>Entered into Absence Management at Site after approval</li> </ul>	No	No	No	Years-Days 1-4 – 10 5-9 – 15 10+ – 20	No	No	Years-Days 1-4 – 10 5-9 – 15 10+ – 20	Years-Days 1-4 – 10 5-9 – 15 10+ – 20	No	No	No	22 Days (5 max when in session)
<b>Flex Days – For Admin Only</b> <ul style="list-style-type: none"> <li>Supervisor Approval</li> <li>Requires Double Entry into Absence Management – Day you will be gone/day you will work. (Use Flex Day Off and Flex Day Work Code.)</li> <li>Cannot be District Holiday.</li> <li>Flex Day worked has to be on non-work day (when off contract)</li> </ul>	No	No	No	No	No	No	No	No	No	4 per year	5 per year	No
<b>Paid Leave Days (Personal/Family Illness)</b> <ul style="list-style-type: none"> <li>*Includes the B &amp; E and Personal Day</li> <li>B &amp; E, Personal Leave, and Bereavement come from this bank</li> <li>Note: Eligibility for leave buyback (see contracts on HR Website).</li> </ul>	12	12	Daily Hourly assignment accrued per pay period. i.e. – 8 hour a day employee earns 8 hours every 4 weeks.					12	12	13	14	15
<b>Professional Leave</b> <ul style="list-style-type: none"> <li>Approved by Supervisor</li> <li>Admin – If out of Metro must be entered in Absence Management.</li> </ul>	Yes Sub - Sometimes	Yes Sub - Sometimes	Yes No Sub	Yes No Sub	Yes Sub - Sometime	No	No	Yes Sub – Sometimes	Yes Sub - Sometimes	Yes No sub	Yes No Sub	Yes No Sub
<b>Leave without Pay</b> <ul style="list-style-type: none"> <li>Supervisor Approval</li> <li>HR Approval</li> </ul>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<ul style="list-style-type: none"> <li><b>Holidays</b></li> </ul>	Non – Contract Days	Non – Contract Days	7	10	7	7	10	10	Non – Contract Days	Non – Contract Days	Non – Contract Days	10