

**Leave Information – Quick Reference**

Description	Teachers	Nurses	10 Month Pro Tech Hourly	12 Month Pro Tech Hourly	Paras	Food Service (10 Mo & 12 Mo)	Custodial Grounds Maintenance	12 Month Pro Tech Salary	10 Month Pro Tech Salary	212 Day Admin	222 Day Admin	12 Month Admin
<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 – 15 2+ – 20	No	12 Mo Only Years-Days 1 – 15 2+ – 20	Years-Days 1-4 – 10 5-9 – 15 10+ – 20	Years-Days 1 – 15 2+ – 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 Mo 10 – 12 Mo	10	10	Non – Contract Days	Non – Contract Days	Non – Contract Days	10