

Leave Information – Quick Reference

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