

SUMMARY OF LEAVE PROVISIONS

Please refer to the *Employee Handbook* for complete guidelines regarding the various leave provisions.

PERSONAL LEAVE

- One (1) day of personal leave per school year.
- All personal leave days may be accrued without limit.
- Two accumulated personal leave days may be used without a stated reason in any one school year. Additional days may be requested with a stated reason.
- Personal leave may be used for compelling personal obligations which cannot reasonably be conducted outside of the employee's workday; e.g., home purchase, closing on a home, a wedding, divorce, graduation, and non-political community activities.
- Personal leave days shall not be used to extend a holiday, vacation, school recess period, on an in-service day, or during parent-teacher conferences.
- Personal leave will not be granted during the first five days of school or after May 1, without a stated reason.

BEREAVEMENT LEAVE

- In the event of a death in the immediate family of an employee, an absence not to exceed three (3) days per year will be allowed without loss of pay. Immediate family includes spouse, parent, domestic partner, son, son-in-law, daughter, daughter-in-law, brother, sister, grandparent, and grandchild of an employee, or the same relatives of an employee's spouse or domestic partner.
- Employees shall be granted one (1) day with pay per year to attend funerals of an individual outside of the immediate family, i.e., aunts, uncles, nieces, nephews, first cousins, and individuals residing in the employee's household not listed above. Such days shall be deducted from accumulated sick leave, or if no sick leave is available, taken without pay.

SICK LEAVE

- Each teacher shall be entitled to ten (10) days of paid Sick Leave per year cumulative to a maximum of one hundred and thirty (130) days. Part-time teachers will receive prorated sick days based on the percentage of time they work.
- **Dependent Child Care:** Six (6) of an employee's allotted sick days may be used for dependent child care each year. Dependent child care shall be defined as a situation where a dependent child must remain home due to illness and the employee's presence is required to care for the dependent child, and for medical or dental appointments that cannot be scheduled outside of the employee's regularly scheduled hours.
- **Serious Illness of an Immediate Family Member:** Three (3) of an employee's allotted sick days may be used for serious illness of an immediate family member each year. Serious illness shall be defined as a surgical procedure or a doctor's appointment for a person in the employee's immediate family.

Note: All leave requests are allowed in increments of a minimum of one (1) hour, with 15 minute increments thereafter.