

Leave Information – Quick Reference

Description	Teachers	Nurses	10 Month Pro Tech Hourly	12 Month Pro Tech Hourly	Paras	12 Month Pro Tech Salary	10 Month Pro Tech Salary	212 Day Admin	222 Day Admin	12 Month Admin (261)
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	*2 Days	*3 Days	*2 Days	*2 Days	*2 Days
Personal Leave <ul style="list-style-type: none"> No Reason Needed *This is 1 of the 3 B and E. Daily Allotment <ul style="list-style-type: none"> 1 per elementary/middle school 2 per high school See Black Out Days 	*1 Day	*1 Day	No	No	No	No	No	No	No	No
Vacation <ul style="list-style-type: none"> Requires Supervisor Approval Entered into Sub Finder at Site after approval 	No	No	No	<u>Years-Days</u> 1-4 – 10 5-9 – 15 10+ - 20	No	<u>Years-Days</u> 1-4 – 10 5-9 – 15 10+ - 20	No	No	No	20 Days 5 max when in session
Flex Days – For Admin Only <ul style="list-style-type: none"> Supervisor Approval Requires Double Entry into Sub Finder – Day you will be gone/day you will work. (Use Flex Day Off and Flex Day Work Code.) Can't be District Holiday. Flex Day worked has to be on non-work day (when off contract) 	No	No	No	No	No	No	No	3 per year	4 per year	No
Paid Leave Days (Personal/Family Illness) <ul style="list-style-type: none"> *Includes the B and E and Personal Day B/E and Personal Leave 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	13	14	15
Professional Leave <ul style="list-style-type: none"> Approved by Supervisor Admin – If out of Metro must be entered in Sub-Finder . 	Yes Sub - Sometimes	Yes Sub - Sometimes	Yes No Sub	Yes No Sub	Yes Sub - Sometime	Yes Sub - Sometimes	Yes Sub - Sometimes	Yes No sub	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
<ul style="list-style-type: none"> Holidays 	Non – Contract Days	Non – Contract Days	7	10	7	10	Non – Contract Days	Non – Contract Days	Non – Contract Days	10

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