

APPENDIX F

PAID LEAVE CHART

Type of Leave	Who gets it?	How many days do you get a year?	How do I request this leave?	When can I <u>USE</u> or <u>NOT USE</u> this leave?	Page in contract
Sick Leave	All employees	10 days per year during first year, 15 days per year after first year (pro-rated for part-time and partial-year)	Log your absence on AESOP or contact your immediate supervisor.*	You can only use this leave for your own illness or to care for immediate family members who are ill. ** (See page 24 of the contract for the list of immediate family).	p.24
Personal Leave	All employees	2 days per year (pro-rated for part-time and partial-year)	48 hours advanced notice except when not possible.	10 month employees may not use on first 5 and last 5 of student attendance full employment days of the term , and not on the day preceding or following a school holiday. 12 month employees may not use on first 5 and last 2 days of student attendance.	p. 24-25
Bereavement Leave	All employees	Up to 5 days per year when needed	Contact your immediate supervisor as soon as possible.	You can only use this leave for the death in the immediate family. See page 25 sick leave for others outside the immediate family.	p. 25
Vacation Leave	12 month employees	See chart on page 31	If you are using more than 2 days in a row, you must request this leave at least 5 days in advance. All requests are made in writing to the business office. *** Response to request will be given within 4 business days of submission.	No vacation on the last day of student attendance. No vacation on the two days before the last day of student attendance. No vacation on the two days after the last day of student attendance. No vacation from August 10 th until the third student attendance day.	p. 31-33
Jury Duty Leave	All employees	You are dismissed from a shift or shifts which conflict with your assignment as a jury duty stand by or as a selected juror.	You must submit a copy of your jury summons along with an absence sheet. You must submit a copy of your jury duty check after you have served. (See contract for details on conceding jury stipend to district).	Night Custodians who spend the day on jury duty are not required to report to work that night.	p. 25
Paid or Unpaid Family Leave Benefit	All employees	Up to 12 weeks for qualifying FMLA event	Notify the superintendent or designee at least 90 days prior. When need for leave is unforeseeable, inform as soon as possible.	Employee may use accumulated sick, personal or vacation days in order to be on paid family leave.	p. 27

*to call in sick: Cooks call Lisa Winter; Maintenance call Stan; Custodians call Stan & enter into AESOP; Parapro, Library/IMC, Technology, Nurses, OT/PT, and Secretaries/Clerks/Receptionists enter absences into AESOP. **The district reserves the right to request medical certification for absences of 3 or more consecutive days. ***Vacation days can be limited per contract, see pages 31-32 of the Union contract for exact vacation scheduling agreement. Early vacation requests will give you a better chance of getting the days off you want!