



## **LEAVE TIME FOR CONTRACT EMPLOYEES WORKING 20 OR MORE HOURS**

Contract employees working 20 hours or more per week receive leave benefits (sick, personal, bereavement, etc.) in accordance with length of the workday on the contractual agreement.

Example: A certificated employee receives 10 workdays per year, a first-year classified employee receives 7 workdays per year, a half-time employee receives 10 half workdays or 7 half workdays respectively. Employees that work 6 hours per day would receive 10 six-hour days, etc.

## **EMPLOYEE STATUS CHANGE**

In the event an employee changes their teaching contract from a full workday to a half workday, or a half workday to a full workday, the number of sick leave workdays the employee has accumulated will transfer to the workday of the new contract.

Example: A half-time employee transfers to a full-time position, they would receive 15 full workdays sick leave as a full-time employee. If a full-time employee had accumulated 15 full workdays on a full-time contract and changes to a half-time contract, they would have 15 half work days accumulated as a half-time employee.

A workday is defined by the employee's contractual agreement.

## **SICK LEAVE ALLOWANCES FOR EMPLOYEES ON EXTENDED CONTRACTS**

1. Teachers on extended contracts (233 days) receive sick leave in accordance with policy and may take it any time during the contract year.
2. Teachers with unlimited sick leave who are on extended year (233 day) contracts will receive sick leave for 220 days each year rather than 180 days. The computer program will not be changed; however, if a teacher reaches 180 days off, their sick days will be handled on an individual basis.
3. Guidance personnel at year-round schools are allowed up to 15 days additional time beyond the 184 days contract. Leave time is allowed for the additional time.
4. Resource employees at year-round schools are allowed up to 57 extra days during the contract year. A calendar must be submitted showing these additional days prior to the beginning of the contract year. Leave time is allowed for the additional contract days.

## **GUIDELINES FOR SICK LEAVE FOR EMPLOYEES ON LEAVE OF ABSENCE**

1. Employees are not granted sick leave benefits while on a leave of absence of any kind.
2. An employee returning from a leave of absence at the beginning of the contract year will receive sick leave benefits for the current year.
3. An employee returning from a leave of absence after the contract year has started will receive prorated sick leave benefits in accordance with the number of months left in the contract.
4. Employees on a leave of absence retain sick leave benefits previously accumulated.



## ATTENDANCE ENTRY FOR CONTRACTS

Absences must reflect the correct amount of days for each contract.

Examples:

Full time employee working 5 days a week: 1 day absent = 1 day

Half time employee working half time 5 days of week: 1 day absent = 1 day

Half time employee working full time every other day: 1 day absent = 2 days

Full time employee working 4 days a week: 1 day absent = 1.25 days

FOR EACH FULL (8 HOUR DAY) MISSED

CONTRACT TYPE DAYS CHARGED ABSENT

.875	1.14 days
.80	1.25 days
.75	1.33 days
.70	1.43 days
.63	1.59 days
.625	1.60 days
.6125	1.63 days
.60	1.67 days
.50	2.00 days