

# SHORT EASY & ON TARGET



## Short Term - Leaves of Absence

**Sick Leave.** Sick Leave may be taken for the teacher's own immediate family, one's spouse's immediate family, or others who have assumed those roles. These family members include one's spouse, children, and parents.

**Allowance and Accumulation.** The annual sick leave for an FTE nine-month teacher shall be seventy-two (72) hours at full pay with a maximum accumulation of one thousand four hundred forty (1,440) hours.

**Pro-rating Sick Leave.** If a teacher is not a full FTE, the sick leave allowance shall be pro-rated according to the number of days of service.

**Limit per Illness.** The District will generally not provide FTE teachers more than nine hundred sixty (960) hours of sick leave for the same illness.

**New Teachers.** Allowance for sick leave shall begin when the teacher reports for duty.

**Special Uses.** Once all personal leave has been used, sick leave up to forty (40) hours may be converted to personal leave in the event of a serious illness of someone not covered in immediate family. This conversion does not apply to provisional status teachers.

**NOTE:** Teachers requesting sick leave have priority for substitutes over teachers attending in-service and/or professional meetings.

**Bereavement Leave.** Teachers shall be entitled to bereavement leave [up to forty (40) hours for each situation) for one's own and one's spouse's immediate family. These family members include: spouse, children, parents, siblings, grandparents, grandchildren, or others who have assumed the roles of one's immediate family.

**Personal Leave.** During each contract year, each FTE teacher shall be entitled to sixteen (16) hours without loss of pay. An additional eight (8) hours shall be granted with substitute cost to be deducted from the teacher's salary.

**Accumulation.** A teacher may accumulate up to forty (40) paid hours of personal leave. After a teacher has accumulated forty (40) hours each additional unused personal leave hour shall be added to the teacher's accumulated sick leave.

**Sick Leave Conversion to Personal Leave.** The total number of days per ten (10) year window is available for conversion. Each request requires the use of the "additional" personal leave with the cost of the substitute deducted.

CONVERSION CHART	
0-10 years	no conversion
11-20 years	up to 4 days in the 10 year period
21-30 years	up to 7 days in the 10 year period
31 or more	up to 7 days in the 10 year period