



Leave Allocations & Clarification

(Licensed)

Leave Allocations

	188	196	206	242
Alternative Leave	1	1	1	1
Personal Leave	3	3.125	3.25	3
Family Sick Leave*				
Years 1 - 5	9	9.375	9.875	9
Years 6 - 10	10	10.375	11	10
Years 11 - 15	11	11.5	12	11
Years 16+	12	12.5	13.125	12
Sick Leave^	^Accrued	^Accrued	^Accrued	^Accrued
Vacation Leave	n/a	n/a	n/a	20

Maximum Accumulations:

Personal Leave	No Max	No Max	No Max	No Max
Sick Leave^	180	200	220	240
Vacation	n/a	n/a	n/a	30

Clarification

* Employees may use Family Sick Leave to attend to their own health care needs or the health care needs of immediate family members.

^ Any unused Family Sick Leave will be converted to accrued Sick Leave at the end of each contract year.

^ Employees may use accrued Sick Leave to attend to their own health care needs OR the health care needs of immediate family members as allowed under Use of Sick Leave for Critical Family Care section five (5).

The number of leave days allocated to an employee is determined by the employee's hire date and the number of days remaining in the contract. The use of leave is prorated based upon the employee's FTE and the number of days the employee works in a given week, e.g.:

- Licensed employees (.5 to 1.0 FTE) working every day request 1.0 per absence
- Part-time SLPs (.75 FTE) working four days per week request 1.25 per absence
- Part-time educators (.5 FTE) working every other day request 2.0 per absence
- Part-time educators (.5 FTE) working every day request 1.0 per absence

Employees on 188 day contracts must take leave in .5 increments

Employees on 196, 206, or 242 day contracts may take leave in .125 increments