

# UNDERSTANDING YOUR LEAVE

## *What Type of Leave to Use and How Much Can I Use?*

### CHILDREN'S SCHOOL ACTIVITY LEAVE

#### CSAL guidelines:

- ◆ CSAL may be used by parent and/or legal guardian to participate in their child's activities sponsored by the school.
- ◆ CSAL is an unpaid leave requiring reasonable notification to the supervisor.
- ◆ If coverage for the absent employee at the site or department can be accommodated without disruption to operations or without needing a replacement, an employee may take the leave and remain in paid status if the event is less than 2 hours.
- ◆ If coverage at the site or department cannot be accommodated without securing a replacement, an employee may take CSAL leave unpaid. The employee may elect to take the leave paid and utilize PL in this scenario.
- ◆ The supervisor determines if replacements are required.
- ◆ CSAL amounts for full-time employees are a maximum 40 hours per year or 8 hours per month.
- ◆ Part time employees' allotments are pro-rated accordingly.

### ABSENCE REPORTING THROUGH FRONTLINE ABSENCE MANAGEMENT

- ◆ Per the Employee Handbook — All employees are required to enter their absence in Frontline Absence Management.
- ◆ All absences must be recorded in Frontline Absence Management and approved (by the administrator) and reconciled (by the site/department secretary).
- ◆ Frontline absence management is the **ONLY** source for attendance reporting.

### PREGNANCY & DISABILITY LEAVE

- ◆ A note from the doctor is required to take you off work and return to work.
- ◆ Before going out contact Human Resources

### UNPAID LEAVE

- ◆ Unpaid Leave must be pre-approved by the Director of Human Resources

### BEREAVEMENT LEAVE

#### Certificated

- ◆ Maximum of seven (7) days
- ◆ For immediate family—see MEA contract, Article 10.3.2 for definition of immediate family

#### Classified

- ◆ Maximum of seven (7) days
- ◆ For immediate family—see CSEA contract, Article 10.1 for definition of immediate family

### SICK LEAVE

- ◆ To be used for your own personal illness or medical appointments

#### Certificated

- ◆ Leave can be used in half day or full day increments see MEA contract, Article 10.1.6 for definition of half and full day.
- ◆ **Example:** Teachers= full day is 7 hours; and half day is 3.5 hours. Nurse, SLP, Psychologist, Child Develop. Teachers= full day is 8 hours; half day is 4 hours.
- ◆ In an emergency, 1 or 2 hours of leave may be taken if site coverage is available and if approved by administrator. See Article 10.11

#### Classified

- ◆ See CSEA contract, Article 10.3 for definitions of sick leave.

### PERSONAL LEAVE

#### Certificated

- ◆ Maximum of ten (10) days in any school year. Sick Leave must be available to use PL.
- ◆ See MEA contract, Article 10.2.1 for the definition of reasons that can be used as PL and Article 10.1.6 for half and full day increment language. **See examples above.**
- ◆ In an emergency, 1 or 2 hours of leave may be taken if site coverage is available and if approved by administrator. See Article 10.11

#### Classified

- ◆ Maximum of twelve (12) days for all classified employees. Sick Leave must be available to use PL.
- ◆ See CSEA contract, Article 10.6 for definition of reasons that can be used as PL.

**Not sure how much leave you have? Sick and Vacation Leave is printed on your check stub or you can always call Payroll and we will be glad to give you your balance! Last names beginning with:**

**A-E call Kimberly A. Reynolds @ ext. 1086**

**F-K call Kristina Reed @ ext. 1904**

**L-Q call Michelle Harmon @ ext. 1069**

**R-Z call Vickie Moulin @ ext. 1077**