Leave & Contract Hours Guide for Certified Staff

Use this guide to estimate how your leave may affect salary step advancement, tenure, and QComp eligibility.

1. Calculate Your Scheduled Hours

Full-time staff: A full-time (1.0 FTE) certified contract = 1,488 hours (186 days)

Part-time staff: 1,488 × your FTE = scheduled contract hours

Example: 0.87 FTE × 1,488 = 1,294.56 hours

Do not include additional add-on contract days (such as Dean or Counselor days) in minimum-hour calculations.

2. Subtract Excluded Absences

Subtract hours for:

- Sick leave / ESST
- Personal leave
- Bereavement leave
- Jury duty
- Unpaid leave

Sick leave bank donations and cash-outs do not reduce hours worked.

Important: Paid staff development and inclement weather days count toward salary step and QComp hours, but not tenure student-contact hours.

3. Check Your Minimum Hours

Your leave may affect each eligibility category differently. Compare your projected hours to the requirements below to see if you qualify for salary step advancement, tenure, or QComp.

Eligibility	Minimum Hours Required

Salary step advancement: ● Standard certified staff ● ECFE / Bright Beginnings certified staff	 960 contract hours 500 contract hours
Tenure: Probationary teachers	720 student-contact hours
QComp: ● Full bonus ● 65% prorated bonus ● Not eligible	 960 contract hours 720–959 contract hours Fewer than 720 contract hours

Tenure reminder: Only student-contact hours count. Exclude staff development, workshops, conferences, and absences.

QComp reminder: You must attend at least 80% of scheduled weekly PLC meetings during your working period. Part-time stipend rules may depend on your hire date and FTE. Long-term substitutes assigned fewer than 960 hours are not eligible.

4. Check Your Leave in Skyward

1. Log in to Skyward.
2. Open Time Off.
3. Select My Request to review submitted requests.
4. Select My Status to review leave balances and recorded absences.

5. Calculate Your Projected Hours

Use your building's calendar* and calculate hours.

- **Full-time staff**: Verify conference/float time in the comments and subtract hours for absences.
- **Part-time staff**: Adjust daily hours based on FTE and prorate conference/float time before subtracting absences.
- **ECFE / Bright Beginnings**: Use your assigned schedule. Do not add float time unless specifically scheduled.
- **Birth-to-Age-3 Stretch Calendar**: Contact the Director of Special Services to verify contract hours.

Tip: Leave yourself a buffer for unexpected absences or calculation errors.

*Knights Academy and Wings staff should use the High School calendar.

6. Final Confirmation

These calculations are estimates for planning purposes. Employee Services officially certifies hours after June 3. Employee Services will contact you no later than June 30th, if you have not met minimum tenure, step or QComp requirements.