

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 PN or 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 hour per month
- ◆ Part time employees allotments are pro-rated accordingly

PERSONAL LEAVE

Certificated

- ◆ Maximum of ten (10) days in any school year. Sick Leave must be available in order to use PL
- ◆ See MTA contract, Article 10.2.1 for definition of reasons that can be used as PL

Classified

- ◆ Maximum of six (6) days for twelve-month employees
- ◆ Maximum of five (5) days for less than twelve-month employees. Sick Leave must be available in order to use PL
- ◆ See CSEA contract, Article 10.6 for definition of reasons that can be used as PL

PREGNANCY & DISABILITY LEAVE

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

BEREAVEMENT LEAVE

Certificated

- ◆ Maximum of five (5) days for in-state travel
- ◆ Maximum of seven (7) days for out-of-state travel
- ◆ For immediate family—see MTA contract, Article 9.3.2 for definition of immediate family

Classified

- ◆ Maximum of five (5) days
- ◆ Maximum of seven (7) days for out-of-state travel
- ◆ 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

PERSONAL NECESSITY LEAVE

Classified

- ◆ Maximum of seven (7) days in any school year. Sick Leave must be available in order to use PN
- ◆ See CSEA contract, Article 10.5 for definition of reasons that can be used as PN

ABSENCE FORMS & AESOP SYSTEM

- ◆ Per the Employee Handbook — All employees are required to complete their attendance report. Absence forms are a requirement that need to be turned into the site secretary immediately following an absence.
- ◆ All absences must be reported to the Frontline Absence Management (formerly Aesop) system

UNPAID LEAVE

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

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-F call Katelyn Williamson @ ext. 1069
G-N call Vickie Moulin @ ext. 1077
O-Z call Samuel Jones @ ext. 1086