

CLASSIFIED LEAVE TABLE

	LEAVE	MAXIMUM AMOUNT WHICH CAN BE USED PER YEAR	DESCRIPTION
Paid	SICK LEAVE (one day earned per each month worked)	All available	Injury or illness
	Religious Holiday	2 days	Religious holidays related to faith
	Pregnancy Disability Leave	Dependent upon physician's determination	Disabilities caused/contributed to by pregnancy, miscarriage, childbirth or recovery therefrom
	Paternity Leave	5 days*	Paternity leave
	Personal Necessity Days (called <i>Emergency Leave</i> in governing board policies)	7 days	Additional bereavement; accident to person or property; court appearances; funeral of friend; emergency illness in household
	Personal Business Days	2 days; may carry one over to the next year for a maximum of 3 days	Personal business
Unpaid	CHILD-REARING LEAVE	2 years	After birth or adoption of child, or when other circumstances warrant such leave
Paid	CATASTROPHIC LEAVE	100 days	Donation by other employees when sick leave is exhausted
Paid	BEREAVEMENT LEAVE	3 or 5 days	Death in immediate family
Paid	JURY LEAVE	n/a	Summoned for jury duty
Paid	PROFESSIONAL LEAVE (called <i>In-Service Leave</i> in governing board policies)	1 day	To improve one's professional performance
Paid	ASSOCIATION LEAVE (for association reps only)	5 days total for all reps	For association affairs
Paid***	INDUSTRIAL ACCIDENT/ILLNESS LEAVE	60 days/fiscal year	For some industrial illnesses or injuries
Unpaid and Paid**	SHORT-TERM LEAVE Unpaid Paid	10 days 2-5 days	Granted by Superintendent Granted by Superintendent
Unpaid	OTHER UNPAID LEAVE OF ABSENCE (called <i>General Leave</i> in governing board policies)	4 consecutive school semesters	Granted by Board in fixed time periods equal to 1, 2, 3, or 4 school semesters
Unpaid	FAMILY LEAVE ACT (Federal Leave Act)	12 weeks in the fiscal year; see Board Policy 4261.8	Birth/adoption/placement in foster care of child; serious illness of employee or child, spouse or parent of employee

Note: One day equals length of normal work day

* = Governing Board Policy states two days

** = Substitute pay docked

*** = Payment for wages lost on any one day shall not, when added to an award granted the employee under the worker's compensations laws, exceed the normal wage for the day.