# Leave Benefits for Administrative Staff

<table>
<thead>
<tr>
<th></th>
<th><strong>Provisional (1 through 3 years)</strong></th>
<th><strong>Career Beginning 4th year</strong></th>
</tr>
</thead>
</table>
| **Sick Leave**       | • Seven (7) days per year  
                        | • Can accumulate up to 21 days total  
                        | • If all sick leave is used, there is a per day dock at the cost of what the district pays for a licensed substitute.  
                        | • Unlimited sick leave  
                        | • For any absence longer than five (5) consecutive days, a note from your physician is required.  |
| (which includes Maternity leave) |                                                                                                   |                                                                                                                                                             |
| **Family Sick Leave** | • Five (5) days per year, inclusive in the total sick leave per year  
                        | • Full dock after use of five (5) days  
                        | • Five (5) days per year  
                        | • Full dock after use of five (5) days  |
| **Bereavement**      | • Up to five (5) days with pay for each case of covered bereavement.  
                        |                                                                                                                                                             |

*The definition of Family for the purpose of Family Sick Leave and Bereavement are spouse, children, father, mother, siblings, grandparents, grandchildren, or the same relatives of one’s spouse.*

**Personal Leave**

• Two days of Personal Leave per year. Personal Leave does not accrue or roll-over to a new year.

**Vacation 12 Month Administrators Only**

• Twelve (12) month Administrators are entitled to vacation time with full pay according to the following schedule:
  - 1 through 5 years – 10 days  
  - 6 through 9 years – 12 days  
  - 10 through 15 years – 15 days

• Administrators eligible for vacation benefits may carry over up to five (5) days unused vacation into the following fiscal year.

**Adoption Leave**

• Five (5) days per adoption

**Unpaid Leave**

• Unpaid leave is a full dock and is calculated by taking the contract amount and dividing by the number of days in the contract for a daily rate. This is not the “cost of a sub.”

• *Unpaid leave must be requested in writing and approved by the Superintendent.*