

DEFINITIONS OF LEAVE DAY TYPES

1. Bereavement – Bereavement leave may be requested for the death of the following family members; a spouse, children/dependents, mother, father, mother-in-law, father-in-law, grandparents, siblings, grandchild, and life partner.
2. Jury Duty – A request to use a Jury Duty day is allowable when the employee has been notified/called to duty by the court system. See the employee manual for questions regarding compensation for these days.
3. Non-Contract - Non-contract days may not be taken while school is in session. These are days outside the workdays required in an employee's contract.
4. Personal – Personal days are encouraged to be used for personal business that cannot occur outside of regular work hours such as closing on real estate, bringing a child to college, or personal legal affairs. A personal day must be requested and approved by the Principal at least 48 hours in advance except in emergency situations. An emergency is an unavoidable event that requires the presence of the employee with less than 48 hours of notice and must be submitted to the Superintendent for approval.
5. Planned Sick – A planned sick day is allowable for medical appointments for the employee or the employees ward, child, or spouse who needs assistance or for whom the employee has medical responsibility.
6. Professional – A professional day is to be requested when the employee is attending professional development activities not required by supervisor as a regular part of the position such as NHASP meetings, or ASBO meetings, etc.
7. Sick – A sick day request is filed in arrears of the employee being out of work due to sickness or the sickness or medical condition of a spouse, children/dependents, or life partner.
8. Summer Workday – A summer workday request is to be submitted to identify those days during the summer break that a non-260 day contract employee will be on site working in accordance with the employee's contract.
9. Vacation – A vacation day request is for time away from work. These days are to be used as often as possible when school is not in session.
10. Other – Any request for leave or notification of work outside of those defined above.