

GERMANTOWN SCHOOL DISTRICT

Leave Day Summary

Classification	Leave Day Allocation	Personal Days	Accumulation	Other	Funeral/Bereavement Leave	Donated Days
Administrators	12 leave days per year	6 of the leave days may be used for personal reasons	70 Days	Emergency Day and Floating Holiday Discontinued.	Up to 5 days leave may be granted for funeral upon approval of the district administrator. The first 2 are supplemental and will not be subtracted from leave.	May contribute personal days to another district employee for catastrophic health needs, when that employee has exhausted their own bank.
Professional & Technical	12 leave days per year	6 of the leave days may be used for personal reasons	70 Days	Emergency Day and Floating Holiday Discontinued.	Up to 5 days leave may be granted for funeral upon approval of the district administrator. The first 2 are supplemental and will not be subtracted from leave.	May contribute personal days to another district employee for catastrophic health needs, when that employee has exhausted their own bank.
Teachers	18 days employment 1 leave day 36 days employment 2 leave days 54 days employment 3 leave days 72 days employment 4 leave days 90 days employment 5 leave days 108 days employment 6 leave days 126 days employment 7 leave days Over 126 days employment 10 leave days	*5 of leave days may be used for personal reasons	70 Days	Emergency Day Discontinued.	Up to 3 days leave may be granted for funeral upon approval of the district administrator. The first day is supplemental and will not be subtracted from leave.	May contribute personal days to another district employee for catastrophic health needs, when that employee has exhausted their own bank.
Limited Term Teachers	108 days employment 6 leave days 126 days employment 7 leave days Over 126 days employment 10 leave days	*Up to 5 days may be used for personal reasons	70 Days	Emergency Day Discontinued.	Up to 3 days leave may be granted for funeral upon approval of the district administrator. The first day is supplemental and will not be subtracted from leave.	May contribute personal days to another district employee for catastrophic health needs, when that employee has exhausted their own bank.
Substitute Teachers	No Leave Days Given					
Support Staff Over 15 Hours per week	1 sick day earned for each month worked.	*3 days allocated every year, can accumulate up to 5	70 Days	Emergency Day and Floating Holiday Discontinued.	Up to 3 days leave may be granted for funeral upon approval of the district administrator. The first day is supplemental and will not be subtracted from leave.	May contribute personal leave days to another support staff employee for catastrophic health needs, when that employee has exhausted their own bank. Donated hours will be paid at recipient's rate of pay.
Support Staff 15 hours or less	No Leave Days Given					

Unpaid Days are strongly discouraged. In unique circumstances, an employee may need to utilize unpaid days. However, prior to being allowed any unpaid days, all current sick or otherwise earned days must be used.

*Administration may deny requests for personal days only when the number of pre-approved personal leave requests reach 5% of the total number of instructional staff in that particular building, or three (3) teachers or instructional support staff, whichever is greater, for any given day. **Without a written request of the employee stating the reason and written approval from Director of Human Resources:**

- No more than two personal days may be used concurrently
- Personal days will not be permitted for days immediately before or after dates to extend breaks, e.g. Thanksgiving, Winter Break, Spring Break, or Inservice Days.
- No personal days will be permitted before September 15th, or after May 15th.

As of August 25th, 2014.