



**Certified Staff Leave
Approved 12/17/18**

Certified staff	HHASD Certified Plan
Personal	3
Sick ¹	10
Emergency/ Bereavement	3 ²
Sick leave accrual (New)	90 ³

Personal Day Use Restrictions:

- No more than two consecutive days may be taken.
- No more than two days may be used on Mondays or Fridays.
- Only one personal day may be used to extend a long break.
- Only one personal day may be used to miss a day of professional development.
- Two personal days must be used in 0.5 or 1.0 day increments
- Only two teachers per building may use a personal day on the same date
- Personal Days are non-accumulative

Personal Day Benefits:

- Not using all three personal days will result in:
 - Carrying one personal day to the first trimester of the next school year, OR
 - Converting one personal day to sick leave and banking it
- One personal day may be used in one-hour increments

Other Leave Qualifiers:

- If an employee takes an unpaid leave (i.e. special vacation is approved that results in unpaid days), the employee loses eligibility for a bonus (if awarded/applicable)
- A (salaried) employee may take leave for up to sixty minutes without a leave deduction if the employee can find appropriate coverage which does not have a fiscal impact to the district⁴
- Employees providing coverage for other employees will not receive additional compensation *unless the building principal has requested the coverage for an atypical reason*
- (Salaried) Employees may be expected to work beyond their regularly scheduled hours on an occasional basis at no additional cost to the district

¹ Sick leave will be prorated for part-time staff based on their FTE. Use of such sick leave will be allowed in the event of illness or injury of a member of the employee's immediate family. Immediate family includes a spouse, children, or any dependents. Employees who leave the District before the end of the school year will only have been allowed to use the number of sick days prorated to the percentage of the annual term of employment completed by the employee.

² Bereavement does not draw from sick leave; nor is it cumulative. A 4th day may be added for 250+ mile travel. Immediate family is defined as father, mother, brother, sister, son, daughter, spouse, grandparents, grandchild, and the spouse's father, mother, brother, sister and grandparents and grandchild.

³ Accrued sick leave to this point remains in tact, this is for new sick leave.

⁴ Employees must notify their building principal/direct supervisor. Supervisors will work with individuals who use this qualifier in excess.