

**Leave Information – Quick Reference**

| <b>Description</b>  | <b>Teachers</b> | <b>Nurses</b> | <b>10 Month Pro Tech Hourly</b> | <b>12 Month Pro Tech Hourly</b> | <b>Paras</b> | <b>10 Month Food Service</b> | <b>12 Month Food Service</b> | <b>Custodial Grounds Maintenance</b> | <b>10 Month Pro Tech Salary</b> | <b>12 Month Pro Tech Salary</b> | <b>222 Day Admin</b> | <b>12 Month Admin</b> |
|---|-----------------|---------------|---------------------------------|---------------------------------|--------------|------------------------------|------------------------------|--------------------------------------|---------------------------------|---------------------------------|----------------------|-----------------------|
| <b>B &amp; E</b><br>Must Match one of the requirements<br>Appeals to Mitch Mollring                 | *3 Days         | *3 Days       | *3 Days                         | *2 Days                         | *3 Days      | *3 Days                      | *2 Days                      | *2 Days                              |                                 |                                 |                      |                       |
| <b>Personal Leave</b><br>No Reason Needed<br>*This is 2 of the 3 B & E.                             | *2 Days         | *2 Days       |                                 |                                 |              |                              |                              |                                      |                                 |                                 |                      |                       |
| <b>Daily Allotment</b><br>1 per elementary/middle school<br>2 per high school<br>See Block Out Days |                 |               |                                 |                                 |              |                              |                              |                                      |                                 |                                 |                      |                       |