

# Leave Tracking Guidelines

2/22/08

Paid leaves are provided to enable employees to take necessary and appropriate time off from work without loss of compensation. Paid leave is not intended to provide employees with extra compensation beyond their contracted hours or days. Consistent with such, all paid leaves shall be tracked and recorded by quarter days as outlined below:

## Hourly Paid Employees

1. If the employee needs to take up to a quarter day of leave (per the chart below), a quarter day of paid leave shall be deducted from the employee's accumulated leave, and the employee shall be compensated for a full day of work. If the hours can be effectively "made up", the supervisor, at his/her discretion, may allow the employee to make up the leave time taken during the same pay week instead of utilizing a quarter day of paid leave.
2. If the employee needs to take between a quarter day and a half-day of leave (per the chart below), a half-day of paid leave shall be deducted from accumulated leave, and the employee shall be compensated for a full day of work.
3. If the employee needs to take between one-half and three-quarters of a day of leave (per the chart below), three-quarters of a day of paid leave shall be deducted from accumulated leave, and the employee shall be compensated for a full day of work.
4. If the employee needs to take more than three-quarters of a day of leave (per the chart below), a full day of paid leave shall be utilized and deducted from accumulated leave, and the employee shall be compensated for a full day of work.

| Support Staff Leave Time Equivalency Chart<br>(rounded to the nearest quarter hour) |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| If the employee is contracted for this many hours/day                               | 1/4 day is equivalent to | 1/2 day is equivalent to | 3/4 day is equivalent to |
| 5.25  | Up to 1.25 hours         | 1.5 to 2.50 hours        | 2.75 to 4.00 hours       |
| 5.50  | Up to 1.25 hours         | 1.5 to 2.75 hours        | 3.0 to 4.25 hours        |
| 6.00  | Up to 1.50 hours         | 1.75 to 3.00 hours       | 3.25 to 4.50 hours       |
| 6.50  | Up to 1.50 hours         | 1.75 to 3.25 hours       | 3.5 to 4.75 hours        |
| 6.75  | Up to 1.75 hours         | 2.0 to 3.25 hours        | 3.5 to 5.00 hours        |
| 7.00  | Up to 1.75 hours         | 2.0 to 3.50 hours        | 3.75 to 5.25 hours       |
| 7.50  | Up to 1.75 hours         | 2.0 to 3.75 hours        | 4.0 to 5.50 hours        |
| 8.00  | Up to 2.00 hours         | 2.25 to 4.00 hours       | 4.25 to 6.00 hours       |

## Teachers

1. If the teacher needs to take up to a quarter day of leave (including both instructional and non-instructional time), a quarter day of paid leave shall be deducted from accumulated leave. **However, if the employee needs to take up to an hour of leave** (including both instructional and non-instructional time), the Supervisor, at his/her discretion, may allow the teacher to take the time without a deduction from the employee's accumulated leaves provided no one was compensated to cover said time.
2. If the teacher needs to take between one-quarter and one-half day (including both instructional and non-instructional time per the chart below), a half-day of paid leave shall be deducted from accumulated leave.

3. If the teacher needs to take **between one-half and three-quarters of a day** (including both instructional and non-instructional time per the chart below), three-quarters of a day of paid leave shall be utilized and deducted from accumulated leave.
4. If the teacher needs to take **more than three-quarters of a day** (including both instructional and non-instructional time per the chart below), a full day of paid leave shall be deducted from accumulated leave.

| <b>Teacher Leave Time Equivalency Chart</b><br>(rounded to the nearest quarter hour) |                                     |                                     |                                     |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>School District</b>   | <b>1/4 day<br/>is equivalent to</b> | <b>1/2 day<br/>is equivalent to</b> | <b>3/4 day<br/>is equivalent to</b> |
| Essex Junction   | Up to 1.75 hours                    | 2.0 to 3.75 hours                   | 4.0 to 5.5 hours                    |
| Essex Union #46  | Up to 1.75 hours                    | 2.0 to 3.5 hours                    | 3.75 to 5.25 hours                  |
| Westford   | Up to 1.75 hours                    | 2.0 to 3.5 hours                    | 3.75 to 5.25 hours                  |